

# How To Pursue Business With



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Web site : <http://www.dekalbschoolsga.org>

## TABLE OF CONTENTS

This booklet is a guide to assist vendors pursuing business with DeKalb County School District

	<u>Page</u>
IMPORTANT GENERAL INFORMATION.....	1
MISSION .....	1
VENDOR REGISTRATION.....	1
REQUIRED DOCUMENTS .....	2
VENDORS WHO PERFORM PHYSICAL SERVICES.....	2
PURCHASE CONTRACT LIMITS.....	2
PURCHASE ORDERS & THE PURCHASE ORDER CONTRACT.....	3
TERMS & CONDITIONS FOR DCSD PURCHASES.....	3
PROCUREMENT TERMS AND CONDITIONS .....	3
STATE OF GEORGIA SALES TAX.....	4
UNAUTHORIZED PURCHASES .....	4
SERVICE AGREEMENTS/CONTRACTS.....	4
INVOICING .....	4
PAYMENT POLICY .....	4
VENDOR PERFORMANCE.....	5
SOLICITATIONS AND BIDS.....	5
COMPETITIVE SELECTION .....	5
SOLICITATION LEGAL NOTICES .....	6
LATE SOLICITATIONS .....	6
DISQUALIFICATION OF BIDDERS OR VENDORS.....	6
VENDOR CONFLICT OF INTEREST .....	7
VENDOR CODE OF ETHICS .....	7
CONTACT INFORMATION .....	8

## IMPORTANT GENERAL INFORMATION

The DeKalb County Board of Education is committed to the establishment of policies for sound fiscal management of the DeKalb County School District (DCSD) in the area of procurement. Authority to commit or spend District funds for the purchase of goods and services is vested in the Board of Education and is to be administered and managed by the Superintendent and staff in accordance with Board policy and the Board-approved budget.

District funds will not be committed or spent without an approved budget item and available funds in the appropriate account. Purchases must be supported by advance written authorization on all required levels via purchase order or visa credit card.

**Vendors are cautioned not to accept and process requests without a valid DeKalb County School District purchase order or visa credit card authorization.**

The Finance Division, through the Purchasing Department, shall be responsible for daily management of procurement and shall produce and issue purchase orders for capital and non-capital projects. The Finance and Operations Divisions shall work cooperatively to facilitate the district's purchasing and procurement processes. (Board Policy DJE)

## MISSION

The mission of the Vendor Services Department is to establish policies (and procedures) for sound fiscal management of the District regarding procurement.

## VENDOR REGISTRATION

Potential vendors must register online at the Vendor Self-Service (VSS) portal:  
<https://www.dekalbschoolsga.org/vendor-services/>

DeKalb County School District's Vendor Self-Service System (VSS) will allow vendors to update vital business information in our vendor database. This new process will ensure the accuracy of your company's information.

Vendor registration does not confer a "preferred" status, a "pre-approved" status, or a "pre-qualified" status for new vendors. It means you registered as a vendor with the DeKalb County School District (DCSD). Vendors who registered before soliciting business opportunities may contact the Vendor Services department to request their vendor account be made active and learn if other requirements are needed to complete the registration process.  
([VendorRegistration@dekalbschoolsga.org](mailto:VendorRegistration@dekalbschoolsga.org))

## REQUIRED DOCUMENTS

In addition to registering on the Vendor Self-Service (VSS) portal, to become an active vendor able to do business with the District, the documents below must be submitted to the Vendor Registration Specialist. All vendors are required to submit the following which can be uploaded during the registration process or sent via email to the vendor registration email address:

- IRS W9 form
- Vendor Verification form -available on the DCSD website
- Business license (if applicable)

## VENDORS WHO PERFORM PHYSICAL SERVICES

The Illegal Immigration Reform and Enforcement Act of 2011 (House Bill 87) requires DeKalb County School District to have contractors, subcontractors, and sub-subcontractors [i.e., vendors] who provide “physical performance of services” to complete the required immigration and certification documents.

The documents are available on the DCSD website on the Vendor Services page under Immigration Reform. Immigration documents must be complete and accurate then returned to the Vendor Services Department. If a contractor uses subcontractors an additional Sub-Contractor form is required. Vendors must use the immigration document packet that is applicable to their business, namely if they have employees or do not have employees:

- Affidavit of Exception Requirements Packet (for service providers without employees)
- Contractor Affidavit and Agreement Requirements Packet (for service providers with employees)

Also, food providers must submit a valid Food Service Permit issued by the State of Georgia. Other documents or forms may also be requested/required. Once all documents are complete and accurate, the vendor is made active in our system and is available to conduct business.

## PURCHASE CONTRACT LIMITS

1. Purchases estimated cost of \$5,000.00 or less are at the discretion of the district.
2. Purchases estimated cost of \$5,000.01 to \$99,999.99 require two written quotations
3. Purchases cost of \$100,000.00 or more are awarded through a written, competitive, sealed solicitation, except for exceptions per DCSD Board Policy- DJE.

## PURCHASE ORDERS & THE PURCHASE ORDER CONTRACT

**IMPORTANT: No office or department in DeKalb County School District can authorize items or services to be delivered or performed prior to the vendor's receipt of a purchase order.**

1. A DeKalb County School District issued purchase order or solicitation, along with the contractor's/vendor's bid or proposal constitutes a contract between DeKalb County School District and the contractor/vendor.
2. The contractor/vendor is required to deliver the commodities, quantities, and/or services in strict accordance with the purchase order. Back orders or substitutions of commodities and over shipment of quantities ordered are strictly prohibited.
3. If the vendor is unable to comply or supply in strict compliance with the order, the Vendor Services Department must be notified immediately at telephone number is 678-676-0110.
4. The payment term of the purchase agreement is Net 30 Days from receipt of undisputed invoice after invoice has been received in the DeKalb County School District Finance Department.

## TERMS & CONDITIONS FOR DCSD PURCHASES

1. The provision of vital goods and services by vendors is necessary to support DCSD educational goals and operations.
2. A "vendor" or "seller" is defined as the person, firm or corporation to whom a DCSD purchase order is issued.
3. A purchase order is defined as an "order" with all its attachments, and exhibits, the solicitation, all addenda and vendor's bid, proposal or quote.
4. As used in a purchase order, "materials" means any materials, machinery, equipment, fixture, article, item or work provided by the vendor for the order.
5. Vendors must provide goods and services in strict compliance with the purchase order.
6. A purchase order may not be transferred or assigned to any other vendor without the advance, expressed, written permission of DCSD.
7. The terms and conditions of DCSD purchase orders shall be construed and interpreted under the laws of the State of Georgia.

## PROCUREMENT TERMS AND CONDITIONS

**For complete Procurement Terms and Conditions please see <https://www.dekalbschoolsga.org/vendor-services/> click on Terms & Conditions**

# STATE OF GEORGIA SALES TAX

DCSD is exempt from State of Georgia sales Tax. An electronic, signed version of the Department of Revenue Sales and Use Tax Certificate of Exemption can be requested from the Vendor Services Department. DCSD's exemption from State of Georgia Sales Tax is for official business only and may not be used by any individual or any Parent-Teacher Association (PTA).

# UNAUTHORIZED PURCHASES

All purchases must be made with a valid DeKalb County School District purchase order or when allowed with an authorized purchase card. Any unauthorized purchase will be null and void.

# SERVICE AGREEMENTS/CONTRACTS

Service Provider vendors must enter into a written contractual agreement with DeKalb County School District to perform any services pursuant to Board Policy DJE. All contracts must be legally enforceable, conform with the laws of the State of Georgia and not expose DCSD to unreasonable legal exposure.

In accordance with DCSD Board Policy DJEG, the DCSD Superintendent grants limited authority to the School Principal to make purchases of or to contract to purchase materials, supplies, equipment, and services (including the leasing of equipment) necessary for educational programs at the principal's school. Subject to prior approval by the Contract Administrator, school contracts of \$5,000.00 or less may be signed by the School Principal.

Independent Contractor Agreements (ICA) may be provided to vendors and service providers who are unable to provide a written contractual agreement. Pursuant to the limits stated in the ICA, vendors and service providers must maintain insurance coverages for worker's compensation, employer's liability, comprehensive general liability, and comprehensive automobile liability during the term of the agreement.

# INVOICING

Invoices must be emailed to the Accounts Payable Department [APinvoices@dekalbschoolsga.org](mailto:APinvoices@dekalbschoolsga.org). The purchase order number and invoice number should be included on the invoice. DCSD does not accept back orders or substitutions. Indication of items that were not delivered must be clearly stated.

# PAYMENT POLICY

DeKalb County School District has established the following payment policy:

1. Vendors will not be prepaid for goods and services.
2. Checks must be made to the vendor of record and not to a factoring company or collection agency.

3. All Accounts Payable checks issued by DeKalb County School District must be mailed and are payable net 30 days from receipt of an accurate and complete invoice after the DCSD department or school receives it in our electronic system. To ensure receipt of invoices, email them to [APinvoices@dekalbschoolsga.org](mailto:APinvoices@dekalbschoolsga.org)
4. Payments will be made on undisputed invoices. Discrepancies are verified by the DCSD receiving department or school.

## VENDOR PERFORMANCE

The Vendor Services Department establishes vendor performance and information files for all vendors doing business with the district.

Two (2) areas are of particular importance:

**Delivery Dates:** Failure to meet a specified delivery date reflects performance and could be a factor in subsequent orders. Failure to deliver within contractual delivery schedules may result in the vendor being declared in default and cancellation of the purchase order.

**Quality of Service:** Unsatisfactory product quality or service performance also reflects on a vendor and could be a factor in subsequent award determinations as well as removal from the active vendor list.

## SOLICITATIONS AND BIDS

DeKalb County School District procures goods and services from vendors. A vendor may view current, closed, awarded bids and other information on the district website and register as a supplier to be notified of solicitations in their area of interest:

[https://dekalbschoolsga.ionwave.net](https://dekalbschoolsga.ionwave.net;);

Bidding opportunities can also be found on the Georgia Procurement Registry at

<https://ssl.doas.state.ga.us/PRSapp/>;

## COMPETITIVE SELECTION

DCSD Board Policy DJE, Section III, includes the following information regarding competitive selection:

“Competition among those seeking to do business with the district helps ensure that the district receives the best price for the goods and services it needs. The Superintendent shall adopt regulations consistent with this policy, further detailing the competitive selection of vendors. The Board reserves the right to reject any or all bids or proposals submitted in response to any solicitation and to cancel and/or re-solicit any solicitation. The Board also reserves the right to waive technicalities and informalities for all bids or proposals submitted in response to any solicitation.”

## SOLICITATION LEGAL NOTICES

Solicitations exceeding \$100,000.00 require legal notices to be published in the District's legal organ ***The Champion***. A brief description of the item(s)/service(s) intended to be purchased is advertised. Specifications are advertised on the DeKalb County School District website and available for download at <https://dekalbschoolsga.ionwave.net> . Click on *Current Solicitations*.

## LATE SOLICITATIONS

Solicitations received after the published deadline date, time and location shall be considered non-responsive and rejected. Solicitations delivered to any school or location other than the DCSD designated location shall be considered non-responsive and rejected.

## DISQUALIFICATION OF BIDDERS OR VENDORS

A bidder or vendor may be disqualified from the award of a specific contract or from bidding on future contracts with the District if it is determined that the bidder or vendor, including the owners, officers, principals, or other individuals having a controlling interest in the business entity, has committed grounds for disqualification. The grounds for disqualification include but are not limited to the following:

1. Has been convicted at any time under any state or federal status of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, antitrust or any other offenses indicating a lack of business integrity or business honesty which currently and directly affects its responsibility as a vendor with the District.
2. Has been debarred from bidding on or making proposals to any federal, state, or local governmental entity or agency.
3. Has willfully failed to perform without good cause in accordance with the terms and conditions of one or more contracts or has a recent record of such conduct with the district.
4. Has willfully violated the protocol or the terms and conditions of a formal solicitation while it is still in process.
5. Has recent, documented records of unsatisfactory performance on one or more contracts with the District or some other business entity.
6. Has submitted any false certification, bond, license, insurance information, or any other required contract documentation to the District.
7. Has failed to cooperate with a District investigation.
8. Has committed any other action of a serious or compelling nature that may adversely impact the operation or reputation of the District. With the exception of a willful violation of protocol or the terms and conditions of a formal solicitation while it is still in process, written rationale and justification from the administrator responsible for the contracting department with approval of the Board's legal counsel shall be required before any bidder or vendor may be disqualified under this policy. Disbarment citations shall be issued in writing.



## VENDOR CONFLICT OF INTEREST

Vendors are required to disclose, on an annual basis, whether they are a relative of any DCSD employee, including the Superintendent or current member of the DCSD Board of Education. Vendors approved to do business with DCSD must verify that the business relationship is impartial, at arms-length and free of any conflict of interest, unfair advantage, or personal benefit to any DCSD official.

## VENDOR CODE OF ETHICS

The DeKalb County School District (DCSD) is a strong proponent of ethical conduct throughout the procurement process. DCSD is committed to excellence and integrity in all its endeavors. To this end, this Supplier Code of Ethical Conduct serves to emphasize DCSD's commitment to ethical conduct and compliance with all applicable laws, rules, and regulations. Persons or entities that do business with DCSD are expected to carry out their business with the District with diligence and professionalism and to comply with the highest standards of honesty, integrity, and fairness.

Vendors doing business with DCSD shall:

- Understand the dignity and worth of services rendered by your organization and the social responsibilities assumed as a supplier of goods and services to DCSD.
- Avoid attempts to influence DCSD staff with the intent to impair the objectivity or independence of judgment of a purchasing transaction.
- Identify and eliminate participation of any individual in procurement situations where a conflict of interest may be involved.
- Disclose all employees of your organization who are employed by DCSD at the time of a purchasing transaction.
- Understand that DCSD purchasing staff at no time under any circumstances; accept directly or indirectly, gifts, favors, services, gratuities, or other items of value from your organization.
- Adhere to all applicable laws, regulations, and procedures to ensure the integrity of the DCSD procurement process.
- Perform or render goods and services in accordance with the agreed upon specifications for which a supplier has contracted with DCSD.
- Constantly strive for the highest standards of ethical behavior, trust, respect, integrity, and fairness.

# CONTACT INFORMATION

## **DeKalb County School Division of Finance**

### **District Vendor Services Department:**

1701 Mountain Industrial Boulevard

Stone Mountain Georgia 30083

Phone Number (770) 676-0110

### **Vendor Services Staff**

Carla L. Smith, Executive Director

Fred Christopher, Procurement Manager

Eric Cannady, Accounts Payable Manager

Karen Lewis, Vendor Registration Specialist

DeKalb County School District Website: <https://www.dekalbschoolsga.org>