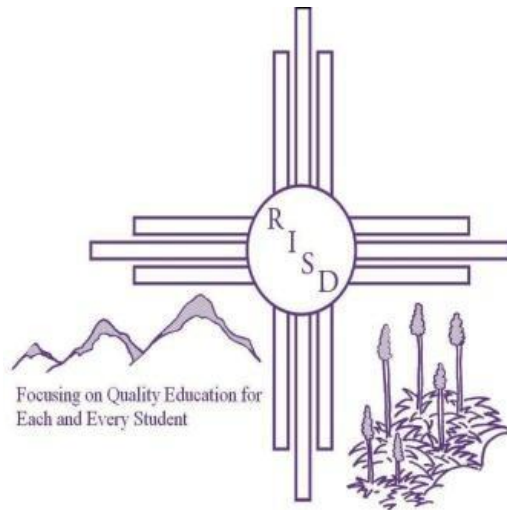


Roswell Independent School District



PROCUREMENT USER GUIDE

**Roswell Independent Schools
300 N. Kentucky
Roswell, New Mexico 88201**

Procurement Contact Information

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EMPLOYEE PROCUREMENT HANDBOOK

I. Introduction

This handbook is to provide Roswell Independent School District (RISD) employees information on how to purchase supplies, materials, equipment and services. By using this handbook as a reference guide, end users may eliminate unnecessary delays in acquiring goods and services. If you require additional information that is not referenced in this handbook, please contact the Procurement Staff and/or Business Office for assistance.

A. Goal of the Procurement Office

The Goal of the Procurement Office is to maximize the value of public funds through fair, open and equitable competition, and to provide a procurement system of quality and integrity.

B. Responsibilities of the Procurement Office

The primary purpose of the Procurement Office is to provide timely and responsive service support to its customers (school sites, departments, and end users). Functions for which the Procurement Office is responsible include:

1. Making purchases of supplies, materials, equipment and services as requested by end users in accordance with the State of New Mexico Procurement Code and Procurement Regulations;
2. Formulating policy regarding procurement procedures;
3. Providing guidance and training to its customers on the Roswell Independent Schools and State of New Mexico purchasing policies and procedures;

II. Monetary Guidelines

The New Mexico Procurement Regulations (1.4.1, NMAC 08-30-13) reference the following dollar value categories for services, construction and goods. Purchases should not be artificially divided so as to constitute a small purchase, or avoid the competitive solicitation process (§13-1-125, D, NMSA 1978).

A. Small Purchase (\$0.01 -- \$20,000)

1. A direct Purchase Order may be issued to a vendor based on the ***best obtainable price***. End users are to input a Purchase Requisition detailing the items/services requested (see Appendix A).

B. Purchase/Quotations (\$20,000.01 -- \$60,000)

1. Written, facsimile or electronically transmitted quotes are to be secured for all purchases in this category. End users are to input a Purchase Requisition detailing the items/services requested.
 - a) End users may obtain quotations. Enter the vendors' names and dollar amount of quotes in the purchase order notes tab when entering the requisition/purchase order.
 - b) When requesting quotes from vendors, end users are cautioned to provide the same information to the vendors and not disclose competitor quotes to obtain a "better deal".
 - c) When requesting quotes from vendors, be sure to identify your school as a part of Roswell Independent Schools to ensure proper pricing is provided. In addition, if requested for a shipping address please use the following:

Roswell Independent Schools
Central Receiving Warehouse
508 W. College
Roswell, New Mexico 88201
 - d) Quotes shall be obtained from vendors who provide the good or service through their normal course of business.
2. Exemptions for this procedure see Section III – Utilizing Existing Contracts.

C. Invitation to Bid (ITB) (\$60,000 or more)

1. A Formal Bid (ITB) is used to purchase goods, services and construction.
 - a) The Procurement Office will contact the end user to advise the request will follow the competitive bid process.
 - b) The processing time required for the competitive bid (ITB) process is approximately thirty (30) calendar days and can be longer depending on the complexity of the procurement, the School Board Meeting dates/deadlines, and other unforeseeable factors.
 - c) The Procurement Code requires a minimum of ten (10) days advertising time for the competitive bid (ITB) process.
2. End users are to develop an initial Technical Specification or Scope of Work which clearly describes the item(s) or service(s) desired.
 - a) The Procurement Office will review the technical specification or scope of work to assure maximum practical competition.

- b) An ITB will be issued following review, revision and final approval of the technical specifications or scope of work.
- 3. After the Bid Opening, the Procurement Office will confer with the using department as to recommendation for award. Award shall be based on the lowest price meeting all terms, conditions, and technical specifications of the ITB.
- 4. The Procurement Office will prepare and present the recommendation for award to the School Board and notify the awarded vendor (Notice of Award, etc.)
- 5. Exemptions for this procedure see Section III – Utilizing Existing Contracts.

D. Request For Proposal (RFP)

- 1. A Request For Proposal (RFP) is used to solicit professional services in excess of \$60,000. In addition, a RFP may be utilized for tangible goods, non-professional services, and construction which the cost is expected to exceed \$60,000 when it is determined that the use of competitive sealed bids (ITB) are either not practical or advantageous.
 - a) The Procurement Office will contact the end user to advise the request will follow the RFP process.
 - b) The processing time required for the RFP process is a minimum of thirty (30) calendar days, and can be longer depending on the complexity of the procurement, the School Board Meeting dates/deadlines, and other unforeseeable factors.
 - c) The Procurement Code requires a minimum of ten (10) days advertising time for the RFP.
- 2. End users are to develop an initial Technical Specification or Scope of Work which clearly describes the item(s) or service(s) desired.
 - a) The Procurement Office will review the technical specification or scope of work to assure maximum practical competition.
 - b) A Request for Proposal will be issued following review, revision and final approval of the technical specifications or scope of work.
- 3. End users are to develop the Evaluation Criteria with the Procurement Office which will be used in the ranking of the offers received.
 - a) Cost may be used as a factor to evaluate offers, but shall not be the sole criteria.
- 4. End users are to provide a list of proposed individuals (minimum of 2, preferred is 3 – 4, with a maximum of 5) that will serve on the Evaluation Committee for the

RFP. This information is to be submitted to the Procurement Office for final review and approval.

- a) A member of the Procurement Office shall serve on the evaluation committee and may either be a voting or non-voting member. The primary role of the Procurement staff member on the committee is to guide the committee to comply with the Procurement Code, and ensure the integrity of the procurement process.
5. Evaluation Committee members shall sign a Confidentiality and Conflict of Interest Statement.
6. The Procurement Office shall have the sole responsibility to communicate with Offerors and negotiate the final contract.
7. The Evaluation Committee will provide a written recommendation for award. The Procurement Office will prepare and present the recommendation for award to the School Board and notify all interested parties (Offerors) of the award.
8. Exemptions for this procedure see Section III – Utilizing Existing Contracts.

E. Professional Services

Means the services of architects, archaeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers, construction managers and other persons or businesses providing similar professional services, which may be designated as such by a determination issued by the central purchasing office (§13-1-76, NMSA 1978).

1. A Request for Proposal (RFP) will be required for all professional service contract in excess of sixty thousand dollars (\$60,000).
2. Professional Service contracts that do not exceed \$60,000 are considered a Small Purchase and a Direct Purchase Order may be issued (determination letter from Central Purchasing Office is required).

F. Exceptions for Federal Funds

1. Micro-Purchase (\$.01 - \$10,000)
 - a) See Appendix B
2. Purchases/Quotations (\$10,000.01 - \$60,000)
 - a) Written quotations must be obtained from an adequate number of qualified sources

NOTE: Procurement is charged with the responsibility for fair and open competition, and reserves the right to determine the method of source selection (quotes, Bids, RFP, etc.)

III. Utilizing Existing Contracts

- A. Existing contracts may be used in lieu of written quotations, Invitation to Bid, or Request for Proposal. This can significantly reduce the processing time. Provided the following:
 - 1. A copy of the contract is obtained for the procurement file.
 - 2. Terms, conditions, specifications or scope of work of the existing contract will satisfy the requirement(s) of the end user.
- B. Federal Contracts (GSA/FSS Schedules):
 - 1. Purchases may be made from current contracts issued by the General Services Administration (GSA) of the Federal Government. However, the GSA contract holder will need to provide in writing, willingness to extend the contract's pricing, terms and conditions to the District.
- C. Statewide Price Agreements:
 - 1. The State of New Mexico Purchasing Division establishes a variety of Statewide Price Agreements (SPA) for use by state agencies and local public bodies (school districts). A copy is to be provided for the procurement file.
- D. Roswell Independent School Contracts
 - 1. The District solicits and establishes a variety of contracts which are commonly used for all school sites and/or departments.

IV. Sole Source and Emergency Procurements

- A. Sole Source Procurements
 - 1. A sole source purchase may be authorized where, after a good faith review of available sources, and no challenges from other vendors, there is only one qualified source for the required good(s), service(s) or construction.
 - 2. The Procurement Office shall post the Sole Source request on the RISD Procurement webpage for a minimum of thirty (30) calendar days, open for potential vendors to challenge the intent to award a sole source contract.
 - a) The Chief Procurement Officer may post the intent to award a sole source contract on the State of New Mexico Sunshine Portal.

3. The Central Purchasing Office or designee will conduct negotiations to obtain the most advantageous terms for the District.

B. Emergency Procurements

1. An Emergency is a situation that creates an immediate threat to the public health, safety or welfare of the District. The emergency must create an immediate and serious need for materials, services, or construction that cannot be met through normal procurement methods. Emergency procurements are to be made with as much competition as practical under the circumstances.
2. The Central Purchasing Office may authorize an emergency procurement when an emergency exists.
3. A written determination of the basis of the emergency is required. All correspondence and documentation shall be submitted to the Procurement Office and made a part of the Procurement File.
4. The Procurement Office shall post on the Procurement webpage, the Emergency Procurement to include the Contractor's name and address, amount and term of the contract; a list of the services or goods procured under the contract; and the justification for the procurement method.
5. For Emergency Procurements, which may involve a construction contract, it is noted that a Wage Rate Determination, Performance Labor and Material Bonds may be required if the threshold(s) meet or exceed the statutory limit.

NOTE: POOR PLANNING IS NOT AN ACCEPTABLE JUSTIFICATION FOR AN EMERGENCY PROCUREMENT

V. Contracts

A. Signature Authority

1. Includes the following individuals:
 - a) President of the School Board, when acting with the approval of the School Board;
 - b) Superintendent;
 - c) Assistant Superintendent for Financial Operations;
 - d) Procurement Director or designee
2. No District employee or representative has the authority to sign contracts on behalf of the District, other than those stated above.

- B. All contracts must be sent to the Procurement Office for review and approval in order to be a valid contract.

VI. How to Add a Vendor

- A. End users will, at times, encounter that the vendor they wish to utilize is not in the Vendor File (iVisions). The end user must obtain and provide to Maria Hernandez in the Business Office the following documents, most recent versions are available on the Business Office webpage:
 - 1. New Vendor Request Form – to be completed by the District staff member requesting a new vendor be added to the Vendor File.
 - 2. W-9 (latest revision issued by the Internal Revenue Service) – the vendor shall provide either to end user to submit with other documents or to Procurement Office directly.
- B. Be cautious when proposing addition of vendors who are current or former employees, or related to current or former employees. See Section XI, Ethical Conduct for further information.

NOTE: Only legible documents will be accepted. The Chief Procurement Officer shall be the final authority to add/delete vendors.

VII. Vendor Performance

- A. End users need to report any occurrence of poor vendor performance to the Procurement Office. All vendor reporting should be in writing and properly document the incident. The written documentation will form the basis for any corrective action(s) taken with respect to the contract.
 - 1. Noncompliance with vendor reporting may preclude the Procurement Office from taking corrective action with a vendor.
- B. End users are also encouraged to report occurrences of exceptional or good vendor performance.

VIII. How to Return Items/Material to the Vendor

- A. Occasionally, the District may need to return items or materials to the vendor for repair, credit or other reasons. The following procedure is used to initiate a return of material to the vendor:
 - 1. Notify the Business Office or Procurement Office of the requirement to return material to a vendor. The information required will include the number of items, serial or model number, a description of the item(s), the reason for return (repair, credit, etc.), and Purchase Order, if applicable. The vendor's name and the address

where the material is to be returned. Many vendors require that a Return Material Authorization (RMA) be obtained before shipping the material.

2. Material to be returned shall be securely packaged and sealed in a suitable shipping carton by the school site/department and taken to either the Procurement Office or Central Receiving Warehouse.
3. The end-user will complete the shipping form to include account code (to bill shipping charges), and Ship To information.
 - a) The individual completing the form shall state if special handling is required for the shipment (overnight, next day air, etc.).
4. Central Receiving Warehouse (C/R) will ship the material UPS or best way.

IX. Vendor Relationships

- A. Vendors are an important and helpful source of information concerning product information and applicability to the District's needs. All employees should strive to maintain open, friendly and courteous relationships with all vendors. The reputation and goodwill of the District can be promoted by observing strict truthfulness in all vendor contacts, keeping specifications clear and accurate and without bias for a specific product or service, and giving all vendors a full, fair and prompt hearing.
- B. The District will not accept any bid from a person who directly or indirectly participated in the preparation of the specification on which competitive bidding is based. It is acceptable for a vendor or supplier to provide free technical assistance in order to aid the District in preparing specifications.
- C. Vendors may at times provide items or gifts for employees. Employees and Vendors are cautioned the Procurement Code imposes civil and criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities, and kick-backs.
 1. Employees are encouraged to refrain from acceptance of gifts, lunches, or other items a vendor may offer, to avoid the appearance of impropriety.

X. Ethical Conduct

- A. Employee Participation. No employee of the District can participate directly or indirectly in a procurement when the employee or any member of the employee's immediate family has a financial interest in the business seeking or obtaining a contract.
 1. Contact Procurement should a vendor's relationship to an employee be in question. Procurement may provide guidance to try and utilize the vendor in accordance with the Procurement Code, Government Conduct Act and other applicable laws.

- B. Former Employees. Pursuant to the Government Conduct Act, NMSA 1978, Chapter 10, Article 16, former employees must have separated employment from the District for a minimum of one (1) year before contracting with the District for goods or services.

XI. Definitions (Purchasing Terminology)

AFTER THE FACT: The tangible goods have been delivered or services have been rendered without a Valid Purchase Order being issued.

CATALOG PRICE: The price of materials in the most current catalog, price list, schedule or other form that is regularly maintained by the manufacturer or vendor of an item; and is either published or otherwise available for inspection by a customer.

CONSTRUCTION: The process of building, altering, improving or demolishing any public structure or building or public improvements of any kind to public real property. Construction shall not include the routine maintenance or repair of existing facilities.

CONTRACT MODIFICATION: Any written alteration in the provisions of a contract accomplished by mutual action of the parties to the contract.

COOPERATIVE PROCUREMENT: A procurement conducted by or on behalf of more than one state agency or local public body, or by a state agency or local public body with an external procurement unit.

DETERMINATION: A written documentation of a decision of the Chief Procurement Officer, based on data submitted by the end user, which must include findings of fact that are necessary to support a decision. This requires that the Chief Procurement Officer comply with the basic mandates of due process of law in that the decision must be in writing and must include findings of fact which are required to support the decision reached. In any litigation, the determination will form a major portion of the record upon which the court will base its decision. The determination will become a part of the procurement file.

INVITATION FOR BIDS: All documents, including those attached or incorporated by reference, utilized for soliciting bids.

MULTIPLE SOURCE AWARD: An award of a definite or indefinite quantity contract for one or more similar services, materials, or construction to more than one bidder or offeror.

PROCUREMENT: Purchasing, renting, leasing, lease purchasing or otherwise acquiring materials, services or construction. It includes all procurement functions, including but not limited to preparation of specifications, selection and solicitation of sources, preparation and award of contracts and contract administration.

PROFESSIONAL SERVICES: The services of architects, archaeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers and persons or businesses providing similar services which may be designated as such by a determination issued by the Chief Procurement Officer or the Central Purchasing Office.

PURCHASE REQUISITION: The document submitted by a using agency to request that the Central Purchasing Office obtain a specified service, construction or materials.

PURCHASE ORDER: The document issued by the Roswell Independent Schools Central Purchasing Office which directs a contractor to deliver materials, services or construction. A legal binding contract between the District and a Vendor.

QUOTE: A statement of price, terms of sale, and description of goods or services offered by a supplier to a prospective purchaser; may be non-binding if solicited to obtain market information for planning purposes.

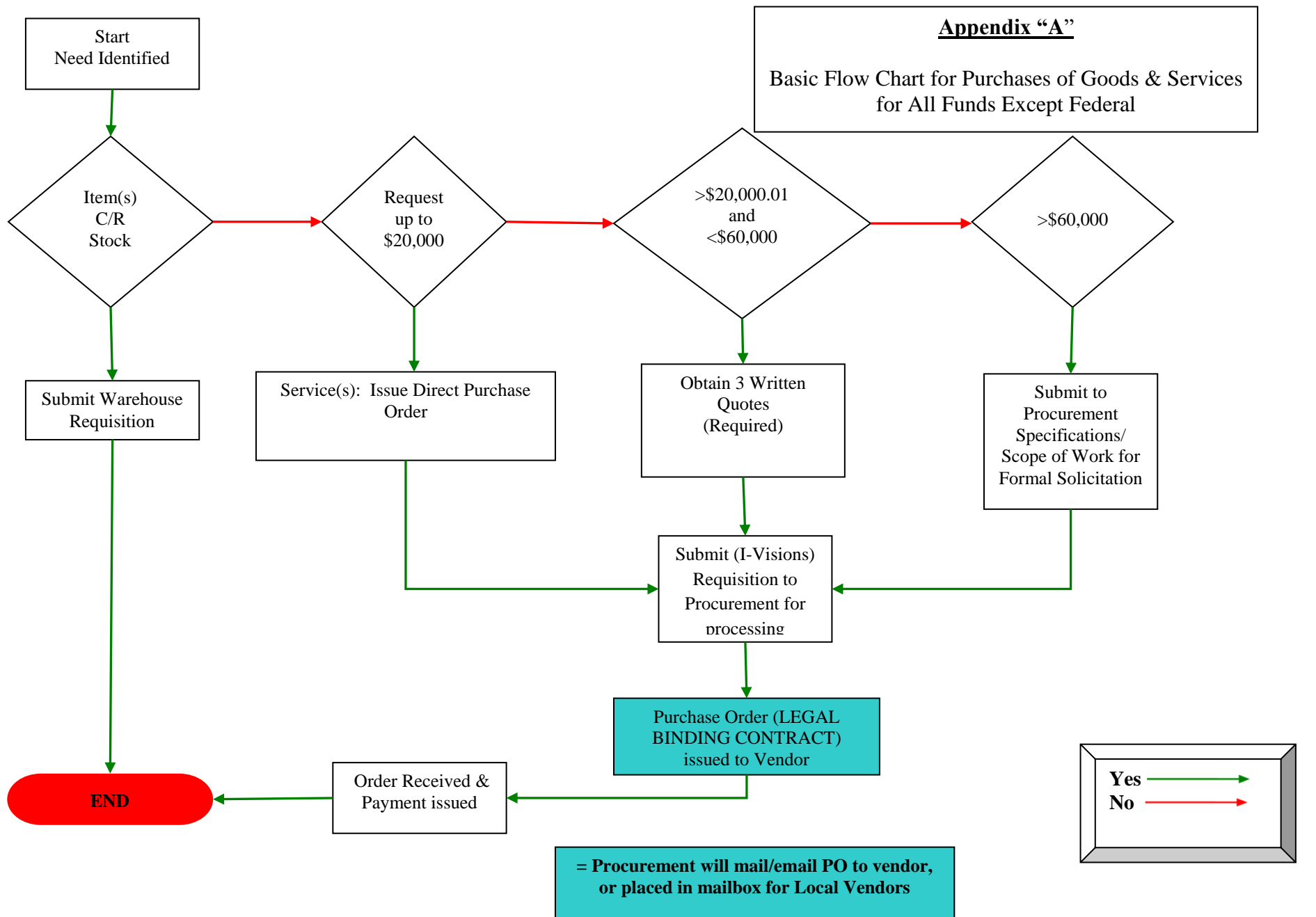
REQUEST FOR PROPOSALS: All documents, including those attached or incorporated by reference, used for soliciting proposals.

RESPONSIBLE VENDOR: A vendor who conforms to the laws, policies and practices of the District or any other jurisdiction having authority over a particular procurement.

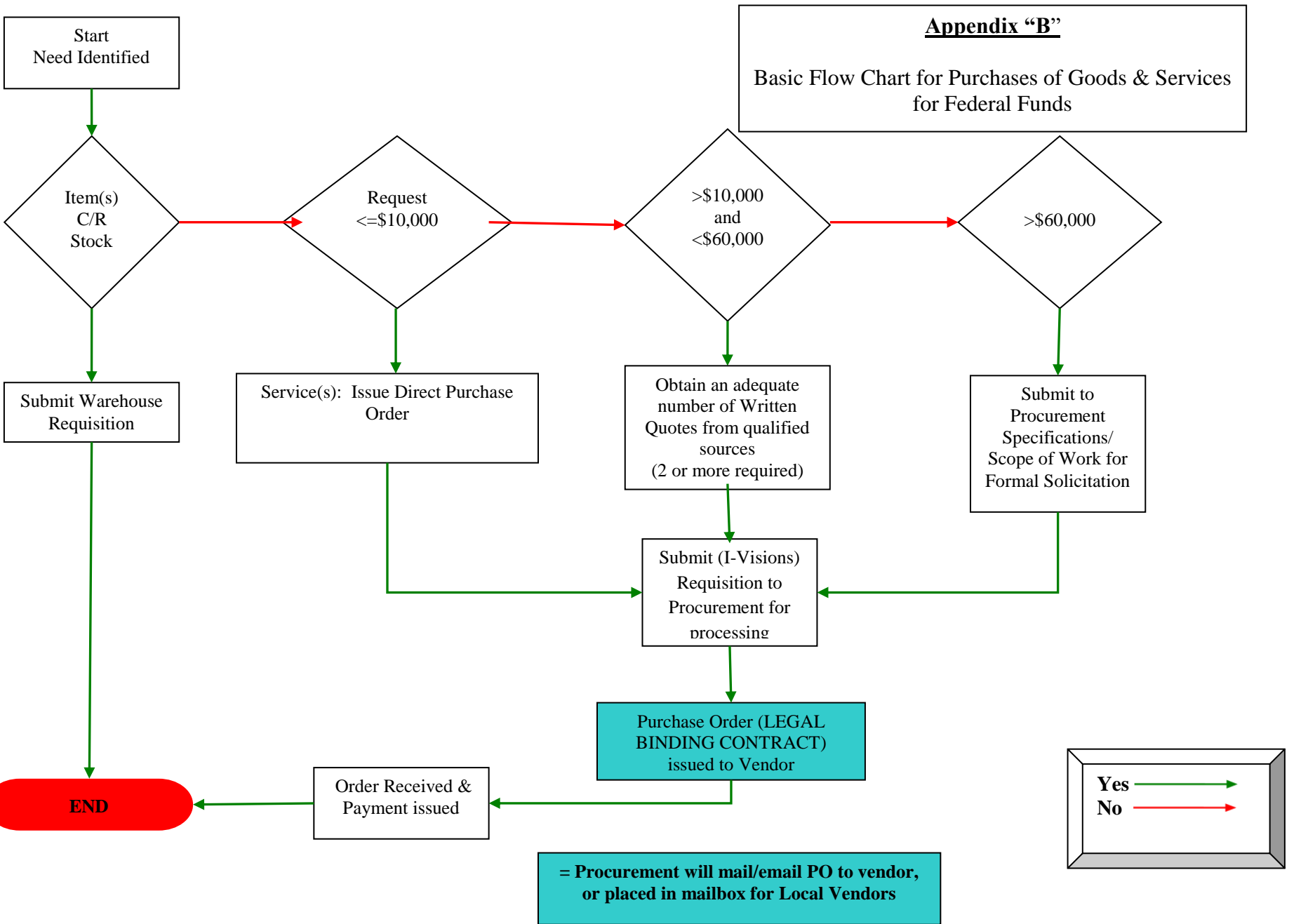
SERVICES: The furnishing of labor, time or effort by a contractor not involving the delivery of a specific end product other than reports and other materials which are merely incidental to the required performance.

SPECIFICATION: A description of the physical or functional characteristics of the nature of the materials, services or construction. Specification may include a description of any requirement for inspecting or testing, or for preparing materials, services or construction for delivery.

TANGIBLE GOODS: Tangible property other than real property having a physical existence, including but not limited to supplies, equipment, materials, printed materials.



Note: Procurement may request additional documents to assure compliance with applicable laws, regardless of the amount of the request



Note: Procurement may request additional documents to assure compliance with applicable laws, regardless of the amount of the request