



Kansas City Kansas Public Schools
| USD 500

Doing Business with the District
| Vendor's Guide

Doing Business with KCKPS | USD 500

In the State of Kansas, school districts are governed by local boards of education. In Kansas City, Kansas, the Board of Education consists of seven members who are publicly elected to four year staggered terms. All of the Board members are elected at-large. Board members are responsible for setting overall District policies, as well as evaluating and hiring a superintendent to oversee the daily operations of the District.

The Superintendent is responsible to the Board of Education for carrying out District policy, administering the operation of the District, supervising District personnel and advising the Board of Education on all educational matters regarding the welfare of the students.

District Purchasing Policy

The principle objective of the Kansas City, Kansas Public Schools Purchasing Office is to acquire quality goods and services for all District sites through an open, competitive bidding process while adhering to all State of Kansas statutes and Board of Education policies.

The Kansas City, Kansas Public Schools Purchasing Office is a member of the [National Institute for Governmental Purchasing \(NIGP\)](#), which is dedicated to the establishment and maintenance of ethical standards and professionalism in public purchasing.

The Purchasing Office uses two types of formal solicitations: (1) Invitation to Bid (2) and Request for Proposal and one informal (3) and Request for Quotes. These three instruments allow the District to purchase goods and services that meet definitive specifications and quality standards. We are most interested in seeing that ALL Vendors have an opportunity to do business with Kansas City, Kansas Public Schools, thus strengthening and widening product and service choices while optimizing use of public funds.

Where to Start

Vendors can obtain all formal Kansas City Public Schools solicitations via our web site at www.kckps.org/purchasing/. It is important for each vendor to check the Purchasing web site on a regular basis to make sure they do not miss a bidding opportunity. It is also the Vendor's responsibility to check our web site periodically to ensure that Addendums have not been issued against a solicitation during the open period.

Invitations to Bid and Request for Proposals are done on an as needed basis.

The Purchasing Office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Offices are closed for major national holidays and other holidays approved from time to time by the Board of Education.

Invitation to Bid/Request For Proposals and Quotes

In accordance with Board of Education policy, solicitations are issued by the Purchasing Office for the purchase of items costing \$20,000 or more. These solicitations include detailed descriptions of the commodity and/or service based on specifications approved by the requestor and the buyer and written with the intent of soliciting competitive bidding.

These specifications, along with instructions and terms and conditions, comprise the total solicitation.

If the commodity description includes one or more brand names or is followed by "or equivalent;" Vendors may quote an alternative, as long as it is of the same quality, design and performance. Generally, descriptive literature is required with the solicitation response. It is the responsibility of the bidder to demonstrate that the alternate item meets specifications. The decision of whether or not to accept an alternate rests solely with the District.

Receipt of Solicitations

Bids and/or proposals must be received and time stamped in the Purchasing Office, 2010 N. 59th Street, Room 370, Kansas City, Kansas 66104, before the time and date indicated on the Invitation to Bid, Request for Proposal and Quotes. Delivery to any other location does not constitute compliance with solicitation requirements, and will be rejected as a non-responsive bid. The District is not responsible for misdirected mail or delivery services.

Evaluation of Solicitations

The process of evaluating and awarding solicitations is one of the primary functions of the Purchasing Office. Awards are not always made on the basis of "low bid", especially if the solicitation was a Request for Proposal or Request for Quotes. With an RFP & RFQ, many considerations may be taken into account before an award is made. For example, an item which is of inferior quality or which is delivered too late to serve its intended purpose may not benefit the District, regardless of price.

Because numerous considerations must be made when purchasing materials and services, the Purchasing Office has a process that allows it to make awards using the best evaluative score based on criteria, weighted by importance, which needs to be considered in making the purchase. Criteria and determination of importance are established by the Purchasing Office in conjunction with the end-user. Examples of evaluation criteria include, but are not limited to:

Lowest price based on percentage discount, past performance/prior experience, engineering support, availability, lowest price on selected items, return policy, delivery options, support capabilities (customer service, product support, etc.), life-cycle costing, billing options, quality of product, reliability of service, quality of solutions to meet specified needs, management and financial capabilities.

Award of Contract

Bids, proposals, and quotes are formalized by the issuance of a purchase order or a contract letter. No merchandise may be shipped or any services performed without a District purchase order or contract signed by the Director of Purchasing.

The Purchasing Office is the only District representative with authority to issue a purchase order. Purchase orders are the District's primary tool for notifying Vendors to provide goods and services.

The District also issues contracts to establish annual, requirements.



Purchasing Office

Central Office and Training Center

Room 370

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