

FOREWORD

The purpose of this brochure is to help potential vendors understand how to do business with the School District and to explain the basic guidelines of the District's purchasing policies and procedures. It is intended to promote good will and communication with the vendor community and to serve as a general guide. If you should need additional information, please do not hesitate to contact the purchasing staff listed below. We will be happy to answer your questions.

OBTAINING INFORMATION

To obtain staff information, visit our website:

<https://www.osceolaschools.net/Page/2069>

- **Kristine Rodriguez**, CPPO, CPPB, *Director of Purchasing*
- **Cheryl Hood**, CPPB, *Supervisor of Purchasing*
- **Katrina Ponzini**, M.Ed., NIGP-CPP, CPPB, *Supervisor of Small Business and Veteran Programs*
- Lisa Kesecker, CPPB, *FF&E Purchasing Specialist*
- Ignieris Lopez, *Sr. Buyer*
- Gladinnette Cabrera Vazquez, *Sr. Buyer*
- Audra "Renee" Rodriguez, *Sr. Buyer*
- Daniel Munoz, *Sr. Buyer*
- Loni Vanbenthuisen, *Sr. Buyer*
- Melanie Lachmiller, *Senior Buyer*
- Alexandra Castro, *Buyer I*
- Cecilia Gonzalez, *Secretary III*
- Lissett Rodriguez, *Contracts Secretary*
- Heather Allers-Sotomayor, *Secretary I*
- Michelle Holmes, *Accountant I*

LOCATION

The Osceola County School District Purchasing Office is located at 817 Bill Beck Blvd., Bldg. 2000, Kissimmee, FL 34744.

Business hours are from 8:00AM – 4:30 PM, Monday through Friday. Your visit is always welcome as it gives us a chance to learn more about your products and/or services. It also gives us an opportunity to direct you to those schools and/or departments that may be interested in purchasing your products and/or services. To better assist you, please call ahead and schedule an appointment with the appropriate staff member.

We promote positive business partnerships with our vendors as we accomplish our mission to invest taxpayer dollars toward the District's Student Achievement Goals and to serve the public's trust.

POLICIES AND PROCEDURES

All District purchases with an estimated value of \$50,000.00 (current formal bid threshold level) or more are normally purchased by means of a duly advertised formal solicitation package. The requirements are incorporated into an Invitation to Bid, Request for Proposal or Request for Qualifications bid package that includes the District's standard terms and conditions as well as detailed specifications describing the product or service required. A formal solicitation is advertised on our website and notices are sent to all prospective bidders who are registered through our in-house database. For more information, please visit the District's purchasing website.

The award process for a formal Invitation to Bid is to the lowest responsive, responsible bidder.

Formal Requests for Proposals (RFP's) are used when the District has defined specifications and solicits the vendor community for solutions to a particular requirement. An RFP has a specific award criterion that includes price but with the understanding that price may not necessarily be the determining factor in an award.

Professional Services - Request for Qualifications (RFQ's) are used for the solicitation of Construction Managers, Engineers, Architects, Land Surveyors and Landscape Architects in accordance with Florida State Statute Section 287.055, the Consultant's Competitive Negotiations Act (CCNA). An RFQ will be advertised and issued as needed for these services.

Purchases less than the formal bid threshold level may be solicited through various "informal ways." Price and availability of these requirements may be solicited by means of informal written bids (i.e., not advertised) or requests for quotes depending on the amount.

Vendors are cautioned to make certain that a written Purchase Order or a Purchase Order number issued by the Purchasing Department has been provided to their firm prior to delivery of any material and/or services(s). Failure to secure a purchase order may result in the cancellation of the order.

VENDOR NOTIFICATIONS

On July 1, 2010, the Purchasing Department implemented a new program: VendorLink, a free, on-line bid notification and vendor information management system. Businesses must register with VendorLink for this free service if they would like to be automatically notified by email of any upcoming ITB, RFP or RFQ solicitation documents. Click on the link below or follow the instructions on our website: <https://vendorlink.osceola.org>.

In addition, businesses can track the solicitation evaluation and award process on VendorLink and obtain up to date information 24 hours per day, 7 days per week, 365 days per year.

BID OPENINGS

All formal bid openings are public, and we invite all interested parties and those vendors who have submitted bids to witness the bid openings. The submittals are available for inspection, by appointment only, after the bid opening.

There is no intent to make a determination of an award at the time of the bid opening. All submittals are subject to a detailed evaluation by the District before a recommendation of an award is presented to the School Board.

All bids and offers are subject to the Public Records Law and as such are fully accessible by all interested parties pursuant to Chapter 119, Florida Statutes.

TAXES

The School District is exempt from sales and excise taxes imposed by State or Federal Government. The District's tax-exempt certificates are available on our website.

FREIGHT, DELIVERY POINT & DOCUMENTATION

All District purchases are considered F.O.B. destination unless indicated in writing by the District. Vendors may take specific exception and note the exception on written quotes or so state when they give telephone quotations. The Purchase Order number should appear on all bills of lading and invoices.

SMALL BUSINESS AND VETERAN PROGRAMS

The School District seeks to encourage participation by small and veteran-owned businesses in the School District's construction projects, the procurement of goods and services, and professional services activities. The Supervisor of Small Business and Veteran Programs shall facilitate involvement by assisting with certification, notifying vendors of available opportunities, conducting community outreach and vendor education sessions, maintaining a vendor directory, and monitoring compliance.

The Small Business and Veteran Programs office is located at 807 Bill Beck Blvd., Kissimmee, FL 34744. Business hours are from 8:00AM - 4:30PM, Monday through Friday, by appointment.

<https://www.osceolaschools.net/Domain/5744>

**The School District of
Osceola County, Florida
Purchasing Department**

***Optimize use of all
resources to preserve
and protect the
taxpayers' investment.***

HOW TO DO BUSINESS WITH THE SCHOOL DISTRICT OF OSCEOLA COUNTY, FLORIDA

Purchasing and Contracts Department
817 Bill Beck Blvd.
Building 2000
Kissimmee, FL 34744



**The School District of Osceola
County, Florida**

<https://www.osceolaschools.net/Page/2040>

Phone (407)870-4630
Fax (407)870-4616

Small Business and Veteran Programs
(407)750-9316

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