

## 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.

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## OBTAINING INFORMATION

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To obtain staff information, visit our website:

[www.osceola.k12.fl.us/depts/purchasing](http://www.osceola.k12.fl.us/depts/purchasing)

- **Stacey McMillian**  
**Executive Director of Contract Services**
- **Cheryl Jessee, CPPB, FCCN**  
**Supervisor of Purchasing**
  - Kathy Brown, Sr. Buyer
  - Linda Hysell, Sr. Buyer
  - Lisa Kesecker, CPPB, Sr. Buyer
  - Megan Pearson, Sr. Buyer
  - Giselle Lee, Paralegal/Purchasing Assistant
  - Laura Elam, Contract Expeditor
  - Marion Williams, Contract Services Secretary
  - Arima Santana, Buyer I

## LOCATION

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

Business hours are from 8:00 A. M. – 4:30 P.M., 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 criteria 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.

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

***Adding Value to the  
Mission of Student  
Achievement – Our  
Number One Priority***

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

Purchasing and Contracts Department  
817 Bill Beck Boulevard  
Building 2000  
Kissimmee, Florida 34744



**The School District of Osceola  
County, Florida  
Student Achievement – Our Number  
One Priority**

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<http://www.osceola.k12.fl.us>  
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