



SLPS PROCUREMENT REQUIREMENTS

SUPPLIES AND RELATED ITEMS

PREFERRED RFP VENDOR					
Annual Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
Up to \$3,000.00	1 Quote	No	No	No	Purchase Order
\$3,001.00 - \$5,000.00	1 Quote	No	No	No	Purchase Order
\$5,000.01 & Over	1 Quote	Yes	No	No	Superintendent
CO-OP VENDOR					
Annual Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
Up to \$3,000.00	1 Quote	No	No	No	Purchase Order
\$3,001.00 - \$5,000.00	1 Quote	No	No	No	Purchase Order
\$5,000.01 & Over	1 Quote	Yes	No	No	Superintendent
SLPS "NON-RFP" VENDOR					
Annual Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
Up to \$3,000.00	1 Quote	No	No	No	Purchase Order
\$3,001.00 - \$5,000.00	3 Quotes (1 selected vendor + 2 additional quotes)	No	No	No	Purchase Order
\$5,000.01 & Over	RFP/Sealed Bid Process*	Yes	Yes	Yes	Superintendent

PREFERRED VENDORS

PUNCHOUT VENDORS

Computers & Peripherals	Dell, Apple	<u>CO-OP & FOOD SERVICE</u>	AMAZON
Interactive Boards	TSI, Haddock		OFFICE ESSENTIALS
Copy Paper	Office Essentials, Office Depot		SCHOOL SPECIALTY
School & Office Supplies	Office Essentials, Office Depot		LAKESHORE
District-Wide Promotional Items	M3 Embroidery & Apparel, City Apparel, I3 Logix, Logo IT, EPI Educational Products, Inc.		DELL
District-Wide T-shirts & Apparel	M3 Embroidery & Apparel, City Apparel, BSN Sports, Logo IT, EPI Educational Products, Inc.		

CONTRACTS, SERVICE AGREEMENTS, PROFESSIONAL DEVELOPMENT

PREFERRED RFP VENDOR					
Annual Vendor Spend	Quotes Needed	Board Action Report (BAR)	Board Resolution Needed	RFP Needed	Signature
Up to \$3,000.00	1 Quote	Yes	No	No	CFO
\$3,001.00 - \$4,999.99	1 Quote	Yes	No	No	CFO
\$5,000.00 - \$49,999.99	1 Quote	Yes	No	No	Superintendent
\$50,000.00 & over	1 Quote	Yes	Yes	No	Superintendent
CO-OP VENDOR					
Annual Vendor Spend	Quotes Needed	Board Action Report (BAR)	Board Resolution Needed	RFP Needed	Signature
Up to \$3,000.00	1 Quote	Yes	No	No	CFO
\$3,001.00 - \$4,999.99	1 Quote	Yes	No	No	CFO
\$5,000.00 - \$49,999.99	1 Quote	Yes	No	No	Superintendent
\$50,000.00 & over	1 Quote	Yes	Yes	No	Superintendent
SLPS "NON-RFP" VENDOR					
Annual Vendor Spend	Quotes Needed	Board Action Report (BAR)	Board Resolution Needed	RFP Needed	Signature
Up to \$3,000.00	1 Quote	Yes	No	No	CFO
\$3,001.00 - \$4,999.99	3 Quotes (1 selected vendor + 2 additional quotes)	Yes	No	No	CFO
\$5,000.00 - \$49,999.99	3 Quotes (1 selected vendor + 2 additional quotes)	Yes	No	No	Superintendent
\$50,000.00 & over	RFP/Sealed Bid Process*	Yes	Yes	Yes	Superintendent

District vendors fall into one of the following three (3) categories:

1. **Preferred RFP Vendor:** Vendor who has responded to an RFP or related process for a particular category and has been awarded and selected via that process.
2. **(CO-OP) Vendors:** Vendor within a cooperative purchasing organization that offers pre-bid goods and services. Contact Procurement for CO-OP details and information.
3. **SLPS "NON-RFP" Vendor:** Vendor that has been approved by SLPS Procurement office. However, the vendor does not have a formal agreement. The purchasing transaction is limited to a certain dollar amount (see chart above).

Request for Proposal (RFP)- is a solicitation used by an organization in obtaining proposals or bids in search of hiring a potential vendor to satisfy a set of requirements.

*Sealed bids may be an option in some circumstances instead of a full RFP. Contact Procurement with questions.

SHORT CUTS - RESOURCERS

Procurement Department Manual	Sole Source Process	
SLPS Vendor Purchasing Guidelines & Process	What Contract Template Should I Use?	RFP Worksheet Template (slps.org)
Board Resolution Template (slps.org)	Vendor Performance Report	