



## St. Louis Public Schools Procurement Requirements (Supplies & Equipment)

Preferred or RFP Awarded Vendor					
Annual Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
\$-0- to \$5000..00	1 quote	No	No	No	Purchase Order
\$5000.01 & Over	2 quote	Yes	No	No	Superintendent
CoOp Vendor					
Annual Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
\$0 to \$5000.00	1 quote	No	No	No	Purchase Order
\$5000.01 & Over	1 quote	No	No	No	Superintendent
Non-RFP Vendor					
Annual Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
\$0 to \$3000.00	1 quote	Yes	No	No	Purchase Order
\$3000.01 to \$5000.00	3 quotes	Yes	No	No	Purchase Order
\$5000.01 and Over	RFP Bid Process*	Yes	Yes	Yes	Superintendent
			Punchout Vendors		
Preferred Vendors					
Computers & Peripherals	Dell, Apple			Dell	
Interactive Boards	TSI, Haddock			Office Essentials	
Copy Paper	Office Essentials			School Specialty	
School & Office Supplies	Office Essentials			Lakeshore	
				Amazon	
District Wide Promotional Items	M3Embroidery & Apparel, City Apparel, 13 Logix, Logo IT, EPI				
District Wide T-Shirts & Apparel	M3 Embroidery & Apparel, City Apparel, BSN Sports, Logo IT, EPI				



## Contracts, Service Agreement, Professional Development (aka Purchased Services)

Preferred or RFP Awarded Vendor					
Annual Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
\$-0- to \$5000.00	RFP Winning Quote &	Yes	Completed	No	CFO
\$5000.01 to 49999.99	RFP Winning Quote &	Yes	Completed	No	Superintendent
\$50000.00 and over	RFP Winning Quote &	Yes	Completed	Yes	Superintendent
CoOp Vendor					
Annual Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
\$0 to \$5000.00	1 quote	Yes	No	No	CFO
\$5000.01 to \$49999.99	1 quote	Yes	No	No	Superintendent
\$50000.00 and over	1 quote	Yes	No	Yes	Superintendent
Non-RFP Vendor					
Annual Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
\$0 to \$5000.00	1 quote	Yes	No	No	Purchase Order
\$5000.01 to \$49999.99	3 quotes	Yes	No	Yes	Superintendent
\$50000.00 & over	RFP Bid Process	Yes	Yes	Yes	Superintendent

### District Vendors fall into the following three (3) categories

Preferred/RFP Awarded Vendors: Vendor has successfully responded to a SLPS Request for Proposal for a particular category and has been selected by SLPS via that process.

CoOp Vendor: A vendor that has successfully been awarded an agreement with a cooperative purchasing group through an RFP process.

Non-RFP Vendor: An existing vendor for SLPS without a formal agreement. Dollar thresholds and limits apply

**\*Request For Proposal (RFP)** is a secure electronic process to obtain proposals from vendors who seek to do business with SLPS for a specific category.