Procurement

1.0 Vendor Management

1.01 Establish New Vendor
  Purchasing Clerk

1.02 Site Requester enters the New Vendor information as a header comment on the requisition

1.03 Buyer checks if the vendor is already setup in PSFS

1.04 Buyer checks to make sure the vendor is legitimate

1.05 Buyer requests the W-9 from the vendor and/or checks their website for their information

1.06 Buyer gives the W-9 to Purchasing Clerk, Purchasing clerk enters the vendor and updates the PO

1.07 Update Ordering Information
  Purchasing Clerk

1.08 Update Remittance Information
  Purchasing Clerk

1.09 If Applicable Enter/Update 1099 Information
  Purchasing Clerk

1.10 If Applicable Setup/Change Global Vendors
  Purchasing Clerk

1.11 Process Global Vendor Setup/Change Requests
  LACOE - SFS

1.12 Setup/Modify Employees Vendors
  Purchasing Clerk

1.13 Inactivate Vendors, done on as needed basis
  Purchasing Clerk

1.14 Ability to track vendors by Commodity

1.15 Ability to query/run reports based on how much a vendor has been paid for the year

2.0 PO Requisitions

2.01 The site/dept can get quotes on their own, or work with Purchasing on pricing

2.02 Site/Dept creates a Requisition in the system and attaches the backup documentation (e.g. quotes) in the system

2.03 Site/Dept submits Requisitions for Workflow Approval

2.04 Purchasing Manager is the final approver of Requisition. She checks that all other approvals are correct/complete, prints the requisition, and assigns the req to the right (by commodity)

2.05 Buyer requests the W-9 from the vendor and/or checks their website for their information

2.06 Buyer gives the W9 to Purchasing Clerk, Purchasing clerk enters the vendor and updates the PO

2.07 If the requisition is for Business Cards, Buyer places the order with the vendor on an existing open PO, then cancels the requisition

2.08 Note: If the requisition hasn’t gone to the Purchasing Manager for approval, the site/dept can cancel/delete the Req if needed. If it goes to Purchasing, it must be canceled/deleted by the Buyers

2.09 Note: Site users don’t do change orders on the requisition. Change Orders are done on the PO
5.28 The Administrative Secretary inputs all the payment information into a reconciliation template (paper requisition), that becomes a PO (one account) for Executive Cabinet/Board Member orders, and a PO for all other administrators.

5.29 The Administrative Secretary forwards the paper req to purchasing to create the two separate blanket POs. She also forwards the paper req and monthly statement to Accounts Payable for processing.

5.30 The monthly statement is ready to be paid by AP.

5.31 Note: Purchasing Manager gets the AmEx monthly statement and gives it to AP for reconciliation.

6.0 Supply/Equipment/Service Contracts (over bid limit)

6.01 Requester has a need for items exceeding the bid limit.

6.02 Requester will create a PO requisition for this order.

6.03 Purchasing evaluates whether or not they need to go through formal bidding or if Piggy-backable bids exist.

6.04 If no Piggy-backable bid exists, then Purchasing fills out formal bidding documents, advertises, and solicits vendors.

6.05 Vendors respond to the bid.

6.06 Bids are opened and evaluated by Purchasing staff and potentially other departments (e.g., Facilities).

6.07 Letter of intent to award is sent.

6.08 Protest period.

6.09 Recommendation of award is made to the Board of Education.

6.10 The Board of Education approves the award recommendation.

6.11 Purchasing sources the requisition into the PO for the selected vendor.

6.04 Any public project $175,000 or less has to follow an informal bidding process, per public contract code 22030.

6.05 By November of each year, Alhambra is required to notify contractors that the district is creating an informal bidding list for the next calendar year. However, contractors can be added throughout the year. There are certain trade journals that the district needs to advertise in about being added to the informal bidding list. Alhambra also advertises in the local paper.

6.06 Contractors respond with a Letter of Interest to be added to the Informal bid list. Then Purchasing sends the “Pre-qualification Application.” Vendor returns the application. Application is reviewed by Facilities/Construction and if accepted, contractor is added to the bid list.

6.07 Bids are received by Purchasing or other designated person.

6.08 Bids are opened and evaluated by Purchasing or other designated person.

6.09 Contract is awarded.

6.10 Facilities/Construction departments submit a requisition.

6.11 Purchasing receives bids.

6.12 Note: There is a lengthy process for pre-qualifying contractors for formal bidding.

6.13 Purchasing must formally advertise the project in a generally circulated newspaper and advertise in certain trade journals.

6.14 Bids are evaluated by Purchasing and Facilities/Construction dept.

6.15 Bids are evaluated by Purchasing staff or other designated person.

6.16 Purchasing makes an award recommendation to the Board.

6.17 Board of Education approves or denies the recommendation.

6.18 If approved, Purchasing sends the awarded contract out for signatures and final execution.

8.01 Alhambra USD adopted CUPCCAA.

8.02 For projects that are $45,000 or less can be by Purchase Order or negotiated contract.

8.03 See normal requisition process.

8.04 Any public project $175,000 or less has to follow an informal bidding process, per public contract code 22030.

8.05 By November of each year, Alhambra is required to notify contractors that the district is creating an informal bidding list for the next calendar year. However, contractors can be added throughout the year. There are certain trade journals that the district needs to advertise in about being added to the informal bidding list. Alhambra also advertises in the local paper.

8.06 Purchasing is required to contact at least 3 contractors that can do the work and are on the list to notify them of the informal bid.

8.07 Contractors respond with a Letter of Interest to be added to the Informal bid list. Then Purchasing sends the “Pre-qualification Application.” Vendor returns the application. Application is reviewed by Facilities/Construction and if accepted, contractor is added to the bid list.

8.08 Bids are received by Purchasing or other designated person.

8.09 Bids are opened and evaluated by Purchasing or other designated person.

8.10 Contract is awarded.

8.11 Any public project over $175,000 must follow a formal bidding process.

8.12 Note: There is a lengthy process for pre-qualifying contractors for formal bidding.

8.13 Purchasing must formally advertise the project in a generally circulated newspaper and advertise in certain trade journals.

8.14 Bids are evaluated by Purchasing and Facilities/Construction dept.

8.15 Bids are evaluated by Purchasing staff or other designated person.

8.16 Purchasing makes an award recommendation to the Board.

8.17 Board of Education approves or denies the recommendation.

8.18 If approved, Purchasing sends the awarded contract out for signatures and final execution.

8.19 If approved, Purchasing creates a PO in the system.
8.0 Independent Consulting Contracts

8.01 Requester has a need for and Independent Consulting Contract

8.14 Fiscal Services will ensure that the vendor has been finger-printed

8.14 Risk Management Director gets all the contracts and reviews the vendor’s insurance and hold harmless/Indemnification Clause

8.14 Purchasing prepares the documents for Board Approval

8.04 The Board approves the request

8.15 Purchasing creates a PO for the selected vendor

8.15 Purchasing distributes the signed contract to Site Originator, the Vendor, and Accounting (Acctg also gets the PO copy)

8.15 Purchasing files a copy of all the documentation

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9.0 Receiving (Non Inventory)

9.01 Vendor delivers items to the district (site or warehouse depending on commodity)

9.02 Receiving person verifies all the counts of all the items by comparing the counts on the PO (Green PO for Warehouse receiving, Pink PO Site receiving) and the counts from the packing slip.

9.03 If Site receives the items, they must send the packing slip and the completed/signed Direct Delivery (DD) memo to Accounting to pay.

9.04 If Site receives the items and the order was processed via Cal-Card (e.g. Amazon), the vendor sends the Packing slip and original order printout (no DD) to Purchasing

9.05 If this is a Cal-Card purchase, Purchasing keeps the documents to reconcile the Cal-Card Statement

9.06 If the delivery is to the warehouse, warehouse staff compare the packing slip and the Green PO copy and sign the PO copy and forward to Purchasing

9.07 Purchasing clerk forwards the Green PO copy to AP for payment and updates a log of when she sent it to AP

9.08 The Purchasing Clerk maintains a log of taggable items and updates the log and issues tags as new taggable items come in

9.09 The items are tagged (some times the site does the tagging, other times it’s done at the district office)

9.10 For most tech items, the items are given to IT for further processing

9.11 IT will deliver/install tech items at the site

9.12 For Warehouse delivered items, warehouse staff stages and delivers the items to the site on the scheduled delivery day

9.13 Warehouse staff delivers the items and has the site sign the Green PO copy to acknowledge goods were delivered

9.14 Purchasing Clerk gets the Green PO, forwards it to AP and logs the date it was forwarded to AP in the Excel Worksheet

9.15 Accounts Payable is ready to process the payment

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Symbols

PSFS

Form

Decision Box

On Page Connector

Off Page Connector

Potential Improvement Opportunity

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Note: Some IT vendors are able to tag the items for the district (e.g. Intelli-tech)

Note: At Alhambra USD, Most deliveries are directly to the site

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