



# SLPS FY2022-23 PROCUREMENT REQUIREMENTS

## SUPPLIES AND RELATED ITEMS

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

## CONTRACTS, SERVICE AGREEMENTS, PROFESSIONAL DEVELOPMENT

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

District vendors fall into one of the below 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 Christy Scales @ Christy.Scales@slps.org for CO-OP details and information.

**3. SLPS "NON-RFP" Vendor:** Vendor that has been approved by SLPS Procurement office. However, 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.