



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

| Preferred or RFP Awarded Vendor |                     |                     |            |                         |                  |
|---------------------------------|---------------------|---------------------|------------|-------------------------|------------------|
| 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                     |                     |                     |            |                         |                  |
| 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                  |                     |                     |            |                         |                  |
| 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         | 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.



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

| Preferred or RFP Awarded Vendor  |                                                                 |                     |                   |                         |                  |
|----------------------------------|-----------------------------------------------------------------|---------------------|-------------------|-------------------------|------------------|
| 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                                                         | Yes                 | No                | No                      | Superintendent   |
| CoOp Vendor                      |                                                                 |                     |                   |                         |                  |
| 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                   |                                                                 |                     |                   |                         |                  |
| 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                |                                                                 |                     | Dell              |                         |                  |
| Computers & Peripherals          | Dell, Apple                                                     |                     | Office Essentials |                         |                  |
| Interactive Boards               | TSI, Haddock                                                    |                     | School Specialty  |                         |                  |
| Copy Paper                       | Office Essentials                                               |                     | Lakeshore         |                         |                  |
| School & Office Supplies         | Office Essentials                                               |                     | 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 |                     |                   |                         |                  |