



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	2 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		
			Dell		
			Office Essentials		
			School Specialty		
			Lakeshore		
			Amazon		
Preferred Vendors					
Computers & Peripherals	Dell, Apple				
Interactive Boards	TSI, Haddock				
Copy Paper	Office Essentials				
School & Office Supplies	Office Essentials				
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 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	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.