



PURCHASING BUYLINE

THE PROCUREMENT SERVICES NEWSLETTER

December 2022

*The Purchasing Buyline is a newsletter published by the CCSD Procurement Services Department which includes updated info., new info. and helpful reminders related to the District's purchasing activities and guidelines. Please take a moment to read this information and pass it along to others so that you and your staff will remain "in the know" on all things purchasing! We encourage you to be **green**...read it on your screen!*

Bonfire eProcurement Solution

In May of 2022, Procurement Services streamlined its processes by taking its bidding online. Procurement Services purchased the eProcurement online bidding software Bonfire. This system has allowed Procurement Services to go paperless for all solicitations, streamline our processes, along with cutting our paper usage, which helps with the environment. Many of the District's contracted vendors are familiar with Bonfire because multiple local school districts are current users, i.e. Cherokee County School District, Gwinnett County School District and Atlanta Public Schools. Bonfire provides a user friendly system, easy registration for both vendors and District staff, along with easy to follow training webinars and customer assistance. The biggest impact the new Bonfire system will have for CCSD staff outside of Procurement Services, is when it comes to Request for Proposals evaluation. If you are ever selected to serve on an evaluation committee, you will no longer receive the vendor responses in paper format, but through the Bonfire Interactive Portal. The link to the Bonfire Interactive Portal is located on the Procurement Services SharePoint page, at the top under "Awarded Contracts/CCSD Bonfire Interactive Portal" or by going to: <https://cobbk12.bonfirehub.com/>.



PROCUREMENT EXCELLENCE



Pictured from starting from the left, back row: Board Members: David Banks, Jaha Howard, Charisse Davis, Superintendent Chris Ragdale, Board Members: David Chastain, Randy Scamhorn, Leroy Tre' Hutchins. Front row: Buyer, Lori Frant; Senior Buyer Debbie Mosher; Buyer Stephanie Runge; Purchasing Agent Daphne Farley; Senior Buyer Melanie Timmerman, Director Barbara Bates; Assistant Director Gary Blount; Board Member Brad Wheeler.

The Board recognized Procurement Services for the 2022 Achievement of Excellence in Procurement Award (AEP) from the National Procurement Institute. This is the eighteenth consecutive year that Procurement Services has received the AEP award. Currently, CCSD is 1 of 10 agencies in Georgia and 1 of 17 School Districts in the United States and Canada to receive this award.

Jeanette Gray —Classified Employee of the Year—Operations Division

In September, Purchasing Agent Jeanette Gray was honored as the Classified Employee of the Year—Operations Division. The honor was presented to Jeanette at the Classified Employee of the Year luncheon, held at Roswell Street Baptist Church. Jeanette has been with CCSD for 21 years, working in Technology Services, Science Curriculum and Textbook Adoptions before coming to Procurement Services in March 2010. She started as a purchasing tech, then was promoted to a Buyer, Senior Buyer and Purchasing Agent. She also obtained her Certified Professional Public Buyer (CPPB) and NIGP Certified Procurement Professional (CPP) certifications. Jeanette has an Associate's and Bachelor's degree in Accounting. She excels in her work, and constantly provides assistance to others when needed. Jeanette is a true team player. All of us in Procurement Services are proud of her

Supply Chain Issues

- ♦ The supply chain issues continue due to the current economic environment. Below are some tips you may want to consider before placing orders to ensure you meet your budget and departmental deadlines:
- ♦ Check the Contract List or the Bonfire Interactive Portal: Pricing for items continues to change during these difficult economic times.
- ♦ You may want to call the vendor before you place your order for the following items: Laptops, cleaning products, paper, plastic, furniture and many technology related items are having longer delivery times than normal.



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Amazon Orders

A friendly reminder regarding when you place Amazon orders. Be aware of when your school or department will be closed, i.e. holidays, weekends, etc., to avoid your shipment being left outdoors, or not delivered at all. Plan ahead as much as you can. Contact Lorri Mathews at Lorri.Mathews@cobbk12.org if you experience shipping or delivery issues.

P-Card Reminders

- ♦ If you have a staff member with a P-Card, who is leaving your location, you must cancel their credit card. Use form FS-410 to report the cancellation or request a new card for new staff members.
- ♦ New P-Card application/cancellation forms can be printed from the Financial Services Portal Form Bank. Complete and submit to Brigid Koshko at Brigid.Koshko@cobbk12.org. Allow 5 to 7 business days from date received by Brigid for your new card to arrive.

New Certification Recognitions

Staff members Melanie Timmerman and Wendy Bell recently received their certification as a Certified Professional Public Buyer (CPPB) from the Universal Public Purchasing Certification Council (UPPCC). The UPPCC is recognized as the gold standard in public procurement as it demonstrates the individual's comprehensive understanding of public procurement and is recognized by public procurement professionals, along with their employers. We congratulate Melanie and Wendy on this great accomplishment!

Procurement Staff

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Stephanie Runge	Buyer	770.426.3524 Stepha-nie.Runge@cobbk12.org

New Employee Spotlight

Stephanie Runge was hired into the Procurement Service Department in February 2022. She has been with the District since 2007, where she started as an ASP clerk at Addison Elementary School. In 2011 she was promoted to school secretary where she served until April of 2021. Stephanie came to Business Services as the secretary for Jill Vestal, Senior Executive Director and within eleven months, she was promoted to the Procurement Services Department as a Buyer. Stephanie states "there has been so much to learn in the department which is both challenging and rewarding and I look forward to continuing my career and working with the wonderful staff in Procurement Services". Outside of work, Stephanie likes to travel, play tennis and spend time with her husband and four sons. Stephanie is a great asset to Procurement Services with her eagerness to learn, willingness to assist others, her excellent customer service and great personality.





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Supply Chain Rebound?

It seems like every year, those holiday “Black Friday” sales start earlier than before and this year was no different. There is good reason for this, other than one retailer trying to get the jump on the season before the others. Many commercial retailers and businesses are now dealing with an excess of products they previously stocked up on during last year’s severe supply chain woes, which has led to a large inventory they are looking to sell during this holiday season (Yamanouchi, 2022). Consumers are now seeing more sales and deep discounts on inventory they are looking to get out of their warehouses. This has led retailers to have their Black Friday sales earlier as well as Amazon having their Prime Day sale in October. According to the National Retail Federation and Proper Insights & Analytics, more than 122.7 million shoppers flooded stores over the Thanksgiving Holiday weekend, which is up 17% from 2021. Also, 76% of consumers stated that they shopped over the same holiday weekend, which is up 6% from the previous year (Yamanouchi, 2022). However, there is a possible fly in the proverbial ointment, meaning that the slightest disruption could throw a wrinkle into the nation’s supply chain, i.e. late season tropical disturbance, snow storm or transportation strike. For the District, this means to keep an eye on any inventory you may have (office supplies, paper products, janitorial and technology supplies) and order early. Always keep in mind that prices continue to change and delays will continue, especially around the holidays. Always check the Contract List or the Bonfire Interactive Portal prior to placing your orders. If you have concerns regarding a particular product, be sure to contact the vendor’s rep or Procurement Services for any questions you may have.

Reference: Yamanouchi, Kelly. “Issues with supply chain ease, just in time for holidays. Retailers and consumers seeing some normalcy after 2021 shipping woes.” November 30, 2022, p.A1+

Happy Holidays

All of us in Procurement Services would like to wish the entire staff at CCSD a Happy Holiday, and best wishes for the new year.

Holiday Wishes

We wish for you a holiday
That's better than your dreams,
Filled with peace, good will and hope
And firelight that gleams,
Overflowing with holiday spirit
Good food and holiday laughter;
And when it's done, We hope that you
Live happily ever after!

By Joanna Fuchs



Mom’s Christmas Peanut Butter Cookies

1/2 cup butter	1 egg
1/2 cup sugar	1 cup self-rising flour
1/2 cup brown sugar	1 cup Jif’s crunchy peanut butter

Melt butter, cream with sugars and peanut butter. Add egg and flour. Make small balls on an ungreased cookie sheet and mash with a fork. Bake at 350 degrees for 12 minutes. Cool before removing from sheet.

These are great gifts for kids and grown-ups during the holiday season. Line a holiday decorative tin with parchment paper, place the peanut butter cookies inside, seal with a lid, and wrap with ribbon. Enjoy and Happy Holidays.



Instructional Materials

There is a new contract for instructional supplies, which was recently awarded (contract term October 12, 2022, through September 30, 2023). This contract contains forty-nine (49) vendors, many of which have been used before for Academic Prerogative. This contract will be helpful when spending Federal/Grant funds & county funds. If you use a vendor from the list, you will reference **RFP #P2622** in the bid number field of the requisition and you will not need to attach a second quote or select Small Purchase/Academic Prerogative for Federal/Grant funds. As a reminder, if the vendor you are wanting to purchase from is not listed, you will need to follow normal procurement procedures (if the purchase is \$10k or over, you must reference a bid # or select a review code on the requisition). If you have any questions, please contact Procurement Services.