



How to do Business with the Cobb County School District

Presented by: CCSD Procurement Services Department • 770-590-4524

CCSD Statistics

- 2nd largest school district in Georgia
- 23rd largest school district in U.S.
- Approximately 109,829 students
- 111 schools
- Largest employer in Cobb County (17,000+ employees)

CCSD Procurement Statistics

Fiscal Year 2022

- Approximately \$144,000,000 on purchase orders (excluding construction and service contracts)
- Approximately \$66,000,000 on construction and service contracts
- Approximately \$14,000,000 in procurement card transactions

CCSD Procurement Statistics

Fiscal Year 2022

- **84** Request for Proposals (RFP's) issued or renewed
- **88** Invitation for Bids (IFB's) issued or renewed
- **83** Request for Quotes (RFQ's) issued or renewed

How We Purchase Goods and Services

Procurement Card

- Used to make small dollar purchases

Purchase Order

- Most common method of purchasing goods

Performance Contract

- Typically used for services

How We Purchase Goods and Services

- **Purchases of goods/services *under* \$10,000** and not under contract are handled at the school/department level.
- **Purchases of goods/services *over* \$10,000** and not under contract are handled by the Procurement Services Department.

Request for Quote (RFQ)

Solicitation method utilized when purchases total between \$10,000 and \$99,999.99

- Advertised on CCSD Current Solicitations website for approximately 1 week.
- No public opening.
- Awarded to lowest priced responsive and responsible vendor.

Invitation for Bid (IFB)

Solicitation method that may be utilized when purchases total \$100,000 or more

- Advertised on CCSD Current Solicitations website and local TV Channels 23/24.
- Typically “on the street” for two (2) weeks.
- A public opening is held.
- Awarded to lowest priced responsive and responsible bidder.

Request for Proposal (RFP)

Solicitation method that may be utilized when purchases total \$100,000 or more.

- Advertised on CCSD Current Solicitations website and local TV Channels 23/24.
- Typically “on the street” for two (2) weeks.
- No public opening.
- Pre-determined criteria including cost are evaluated by a committee to determine which proposal offers the best overall solution.

Solicitation Process

- A central office department or school (end-user) must submit a request to Procurement Services to start the solicitation process.
- The end-user provides specifications or scope of work for the solicitation and works with Procurement to finalize the solicitation.
- The solicitation is released when the end-user and Procurement Services have reviewed and approved the solicitation.

General Terms and Conditions

Where to find our General Terms and Conditions:

Go to: www.Cobbk12.org

Click on Menu

Click on Departments

Click on Procurement Services

Scroll to Purchasing Resources

Click on General Terms & Conditions

The following General Terms and Conditions are common to all Cobb County School District (CCSD) Invitation for Bids (IFB), Request for Proposals (RFP), Request for Information (RFI), and Request for Quotes (RFQ) documents. Taking exception to these terms and conditions or submitting conflicting language may be cause for rejection of vendor's response.

General Terms and Conditions

28.0 BACKGROUND CHECKS

28.1 CCSD requires vendor, at vendor's cost, to perform background checks on any employee or subcontractor who will be working on CCSD property (delivery personnel excluded). A comprehensive criminal history background check to include both Georgia Crime Information Center (GCIC) and National Crime Information Center (NCIC) is required on each applicant assigned to CCSD. Minimum findings that warrant exclusion include:

28.1.1 Any felony conviction

28.1.2 Any misdemeanor drug offense within the past seven (7) years

28.1.3 Any crime against children

28.1.4 Any sex-related conviction

28.2 Background checks must be provided to the CCSD Human Resources Department upon request by the CCSD. **Please note:** it is required that all necessary checks be completed prior to employee beginning work.

Georgia Security and Immigration Compliance Act (OCGA 13-10-90 and 13-10-91)

- Vendor must be in compliance with all applicable federal and state security and immigration laws including the Georgia Security and Immigration Compliance Act.
- Vendor is required to affirm this by completing and returning any required compliance documents.

Construction (SPLOST)

- Construction projects are funded by SPLOST (Special Purpose Local Option Sales Tax).
- SPLOST V started on 1/1/19.

Note: the SPLOST V Notebook is available on the CCSD website (Departments/SPLOST).

Construction Projects

Construction projects may include:

- New / Replacement Facilities
- Additions / Modifications to Existing Facilities
- Maintenance / Renovation / Upgrades to Existing Facilities
- Athletic Facility Improvements

Construction Contractor Prequalification

Vendors must pre-qualify to participate in the CCSD construction solicitation process

- District Administrative Rule FGC-R, Construction Contractor Prequalification
- Contractor must have completed a project within 30% of the cost of the project they are bidding on.
- Approved qualifications are good for one (1) year and must be renewed annually.

Vendor Registration

The CCSD Procurement Services Department has partnered with Bonfire Interactive for a new online procurement portal that will allow vendors to receive electronic notifications for upcoming Bid and RFP opportunities. The vendor must be registered with Bonfire Interactive in order to receive the notification of solicitation. Click the link below to be directed to the Bonfire portal which will allow you to register.

[CCSD Bonfire Interactive Portal](#)

Vendor Registration

CCSD does not maintain an “Approved Vendors List.” Any vendor wishing to submit a response to a solicitation may do so without previously being entered into our vendor database.

You do not have to be a registered vendor in order to submit a response to an IFB, RFP or RFQ.

Due to the large number of vendors in CCSD’s database, not all vendors will necessarily be sent an announcement each time a solicitation is issued.

Vendors are encouraged to check the CCSD website on a regular basis for opportunities to respond to a solicitation.

The Vendor Handbook posted on the Procurement Services website contains detailed information about how to do business with CCSD.

CCSD Procurement Services Website

www.cobbk12.org

Departments – Procurement Services

- Current Solicitations
- Awarded Contracts
- General Terms and Conditions
- How To Do Business
- Vendor Registration
- Procurement Staff

Barbara Bates - Director

Gary Blount - Assistant Director

Name	Title	Phone
Wendy Bell	Purchasing Agent-SPLOST	770-426-3333
Daphne Farley	Purchasing Agent	770-429-5870
Jeanette Gray	Purchasing Agent	770-426-3362
Debbie Mosher	Senior Buyer	770-590-4522
Melanie Timmerman	Senior Buyer	770-426-3415
Stephanie Runge	Buyer	770-426-3524
Lori Franji	Buyer	770-426-3364
Kristy Hadaway	Buyer	770-426-3369
Lorri Mathews	Buyer	770-426-3365

QUESTIONS?