

SUPPORTING SCHOOLS AND STUDENTS TO ACHIEVE

SHERRI YBARRA, SUPERINTENDENT OF PUBLIC INSTRUCTION



SDE Procurement

Purchasing Laws Interim Committee Presentation - November 13, 2015

- Presented by Tony Pirc, Chief Procurement Officer
- An overview of our contracting processes for the Office of the Superintendent.
- An overview of the process that we have implemented over the past 5 months.
- Not intended to declare that all Constitutional Officers use these processes or structured procedures.



SDE Procurement

Purchasing Laws Interim Committee Presentation Overview

- SDE Procurement Organizational Structure
- Contracting Process
- Affiliation to School Districts



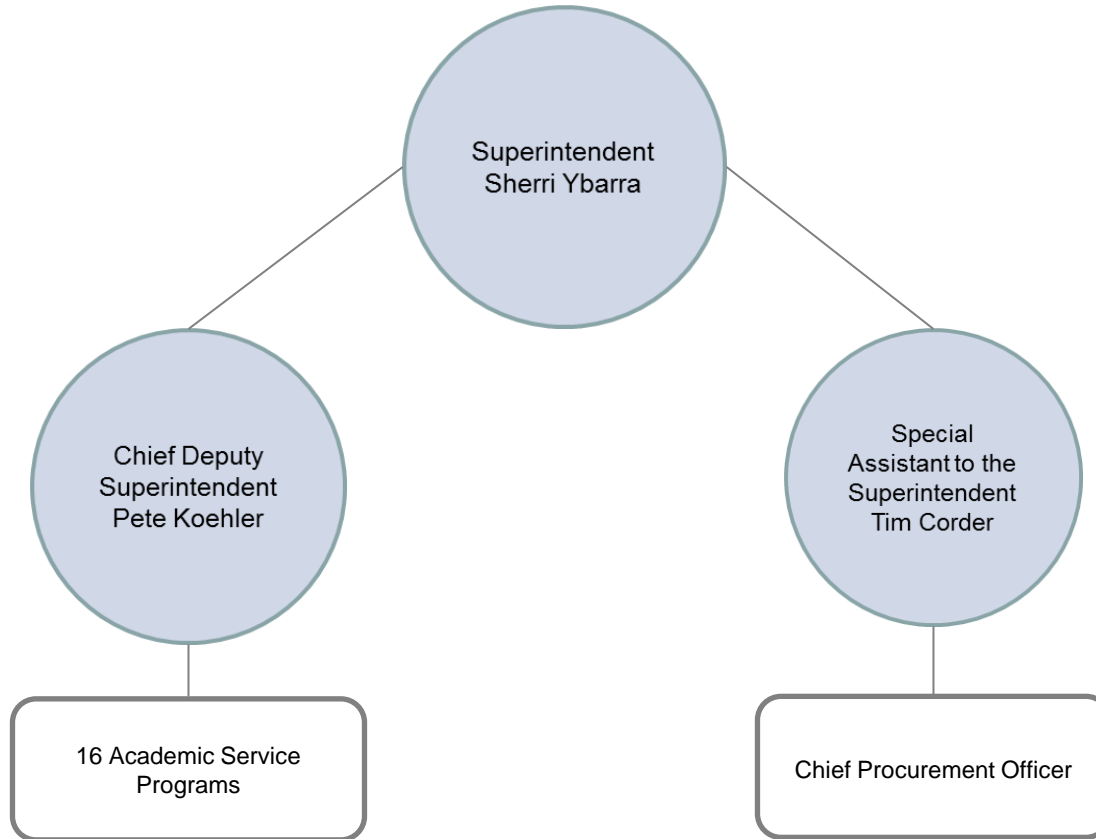


Procurement Organizational Structure



SDE Procurement

Procurement Organizational Structure



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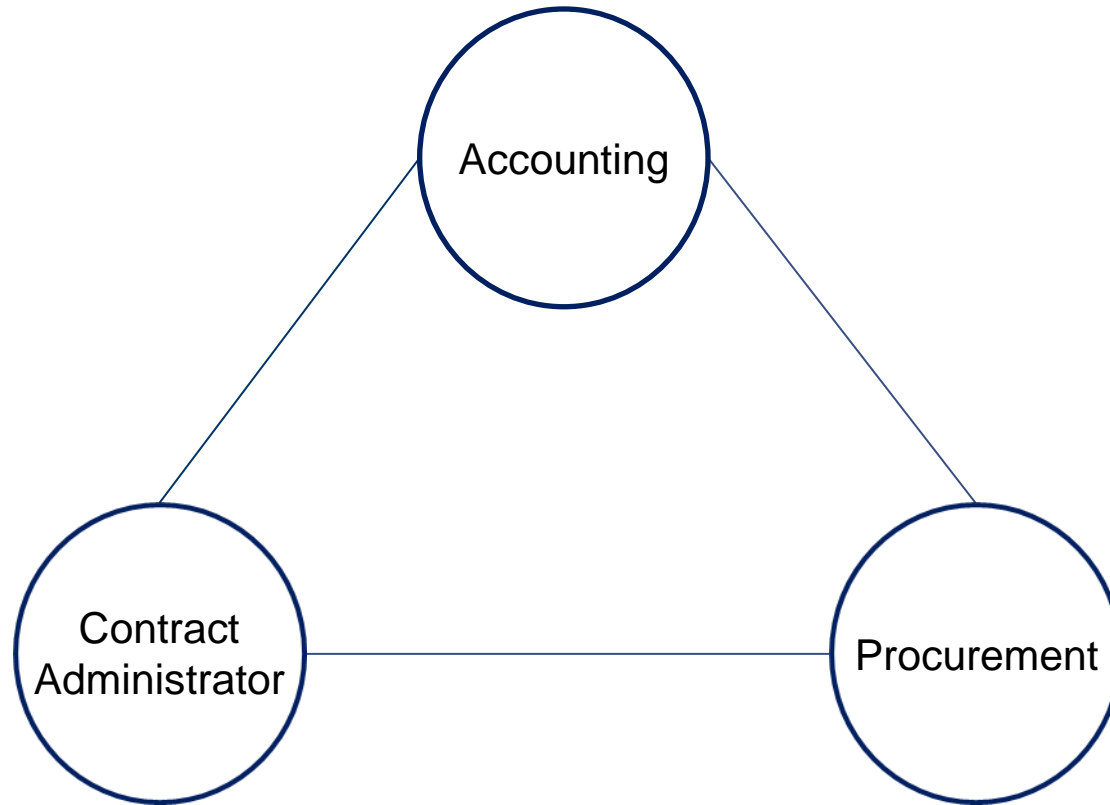
SCO Statewide Management Control System Internal Controls Policies

- Segregation of Duties
- Requisitioning Authorization
- Purchasing Authority
- Receiving Responsibilities
- Contract Monitoring
- Invoice Processing Checks and Balances



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Checks and Balances





Contracting Process of the SDE



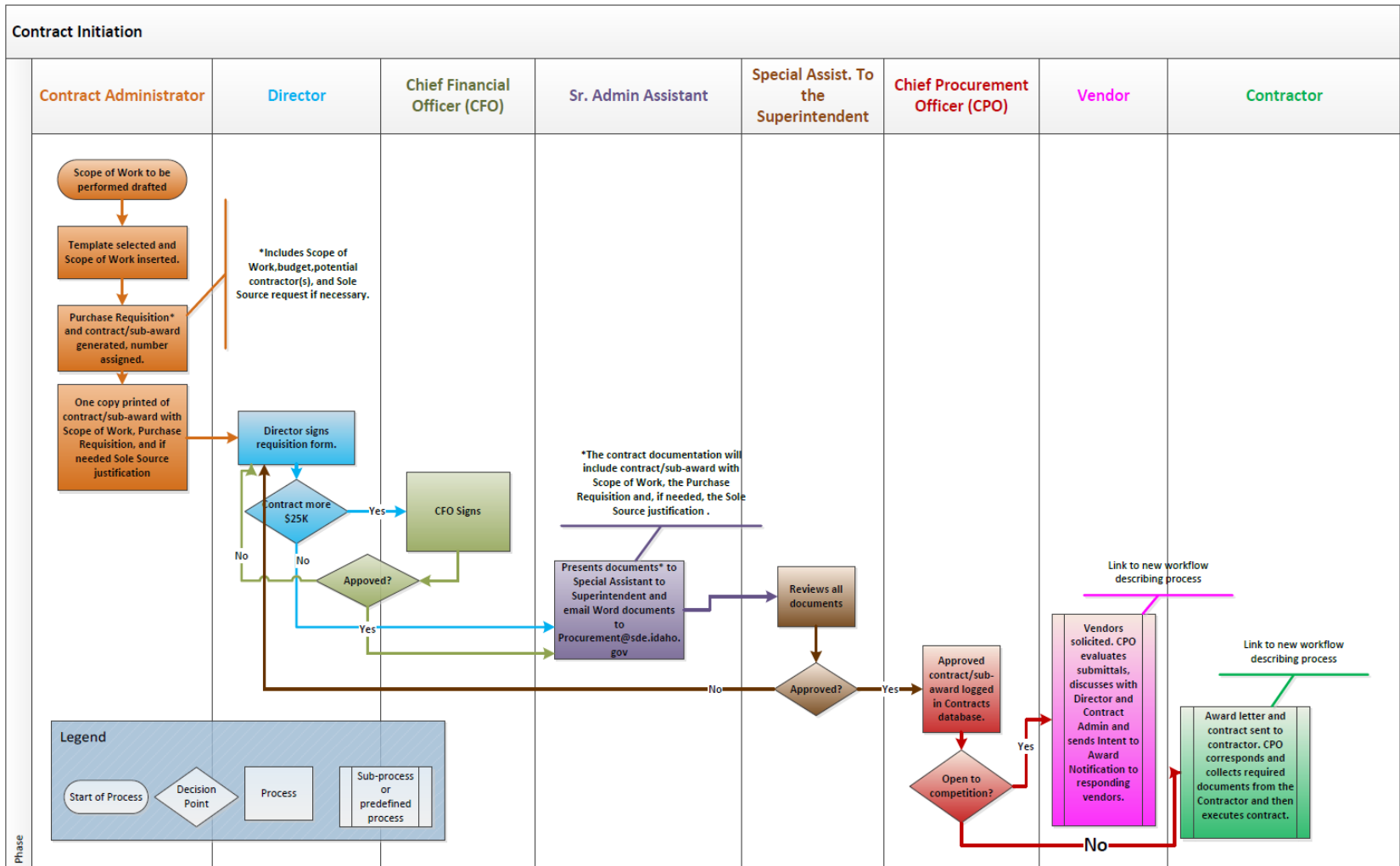
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Contracting Process

- 16 Programs
- FY 2014
 - 757 contracts
 - Approximately \$34 million in new contracts
- Professional Services
- Information Technology
- Meeting Venues



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Solicitation Processes

- Invitation to Bid – Formal process
 - Award based solely on cost
 - Open to general public
 - Solicit from 3 or more Idaho contractors when available
 - > \$100,000 for State funded, \$150,000 for Federal funded
- Request for Quotation – Informal process
 - Award based solely on cost
 - Solicit from 3 or more Idaho contractors when available
 - < \$100,000 for State funded, \$150,000 for Federal funded
- Request for Proposal
 - Qualifications, Proposal, and Cost
 - Solicit from 3 or more Idaho contractors when available
 - > \$100,000 for State funded, \$150,000 for Federal funded



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Non-Solicitation Processes

- Memorandum of Understanding
 - SDE to State
 - SDE to Universities
- Professional Services
 - Typically < \$100,000
 - Typically less than 1 year
- Sole Source
 - Needs Office of the Superintendent approval
 - Justification process
- Contracts under \$10,000
 - If deemed in the best interest of the State
 - Example: venues for meetings



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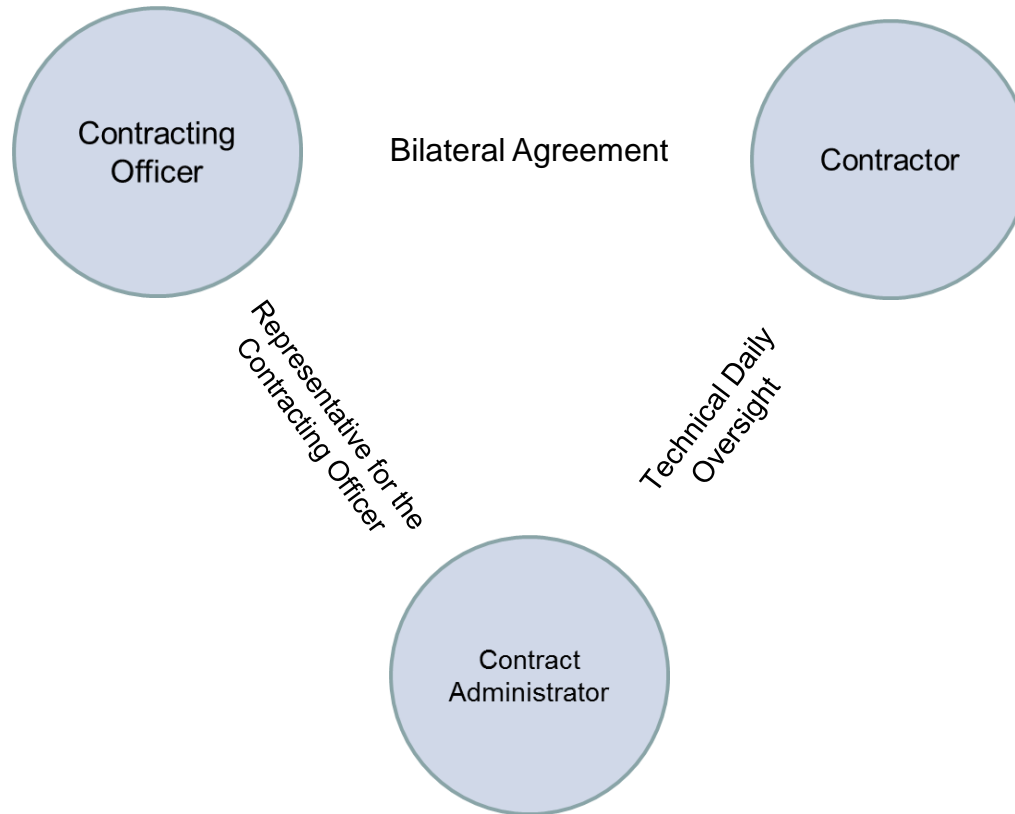
Contract Requirements

- Insurance
- Student Data
- Benefits to Program
- Background Checks
- Federal Debarment Listed
- Registered with the Secretary of State



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Contracting Monitoring



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Contract Close-out Process

- Were all services provided?
- Did the Contractor fulfill obligations?
- Did SDE fulfill obligations?
- Was all documentation completed?
- Does there need to be a close-out meeting to discuss any short-comings and/or successes?
- Did final invoice get processed?





Contracting Affiliation to School Districts



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Contracting Affiliation with School Districts

- School Districts considered a Political Subdivision
- Contracting authority from Idaho Code 67-2801 et seq.
- SDE provides Sub-awards from Federal Grants
- As indicated in SDE mission statement, we support the schools



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Examples of Opt-in Opportunities for School Districts

- Microsoft IT Academy
- Idaho Digital Learning Academy Portal
- Apple, Inc. Participating Addendum



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