



**Agenda, PowerPoints, Reference Materials and  
Breakout Session Credentials are Available Via**

<https://www.nps.k12.nj.us/departments/purchasing/peoplesoft-finance-training/>



# **Division of Purchasing Procurement Overview**

Presented by Sherelle Spriggs, Director of Support Services



## Agenda

This session is designed to provide an overview of essential information in relation to procurement and PeopleSoft Financials.



## Procurement Defined

The process of acquiring all goods, works, and services for the Newark Board of Education's initiatives and programs.



## Procurement Governance

- Procurement in school districts is governed by Public School Contracts Law outlined in N.J.S.A. 18A:18A-1 et seq.
- Latest online adaptation is June 7, 2007;
  - [www.state.nj.us/dca/divisions/dlgs/programs/lpcl\\_docs/pscl\\_18a\\_18a-1.doc](http://www.state.nj.us/dca/divisions/dlgs/programs/lpcl_docs/pscl_18a_18a-1.doc)
- Clarification and guidance can be found in Local Finance
  - <http://www.state.nj.us/dca/divisions/dlgs/programs/lfb.html>



## Ethics In Public Procurement

### District Policy 4119.21 & 4219.21

A district employee shall not accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing him/her in the discharge of his/her duties.



## Legal Requirements and Signatures

All documents that warrant a signature (Contracts, Proposals, Memorandum of Understanding (MOU), etc.) must route to Legal for review.

The only authorized signatories for the District are the Boardchair and School Business Administrator.

Principals, department heads, and employees are **NOT** authorized signatories for the District.



## Requisition Purchase Order Process

### Oracle's PeopleSoft Financial e-Procurement Financial Platform

Requisition – electronic request for goods and or services. The requisition secures the funding and approvals for all District funded expenditures.

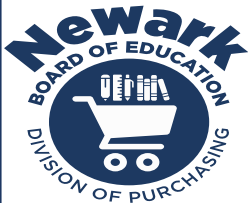
Purchase Order - pursuant to State Law N.J.S.A. 18A:18A-2(v) is the only document that authorizes a vendor to provide goods/services.



# Requisition

All requisitions must:

- Have supporting documentation attached.
- Use the correct funding account.
- Use the correct category code.
- Have a justification in alignment to the items requested and account utilized.
- Itemized (every line with a fee should have a line on the requisition)



# Requisition

Category codes identify the commodity your requesting and route your request to the proper approvers.

## Special Category Codes

### **4200 – Health Services**

Routes to health services for approval if the items requested aren't on the pre-approved list

### **4321 – Technology**

Routes to ISD for approval

### **4321CS- Curriculum Software**

Routes to Curriculum, ISD, and Legal for approval

### **4617CS – Security Camera System and 4617SR – Security 2-Way Radios**

Routes to Security for approval



## Purchase Order

- An approved requisition is required for creation of a purchase order.
- Prior to submitting a requisition, you must have funds in the appropriate budget line.
- **No goods and/or services can be acquired prior to the issuance of an approved purchase order.**
- A purchase order is approved when the signature of the School Business Administrator is present. A purchase order is approved when you see a status of "Dispatched" in PeopleSoft.



## Unauthorized Purchase

If a service begins or goods are delivered **before** the PURCHASE ORDER is approved, it is considered an **UNAUTHORIZED PURCHASE**

Employees who do not follow the proper purchase order process may be subject to the following:

1 <sup>st</sup> Offense	Mandatory Training	Pay for Purchase
2 <sup>nd</sup> Offense	Letter to Personnel File	Pay for Purchase
3 <sup>rd</sup> Offense	Disciplinary Action	Pay for Purchase

### Violations:

Are a violation of New Jersey State Law

Are a hit on Audit.

Can cause State funds to be withheld.

**AUTHORIZATION TO PROCESS AN UNAUTHORIZED PURCHASE**  
Attach Completed Form to the Requisition and Return to the Purchasing Department

Requested by: \_\_\_\_\_

Location Name: \_\_\_\_\_ Location #: \_\_\_\_\_ Title: \_\_\_\_\_

Voucher #: \_\_\_\_\_ Total Invoiced Amount Due: \_\_\_\_\_

Existing PO Remaining Amount: \_\_\_\_\_ Existing PO #: \_\_\_\_\_

Expense Account: \_\_\_\_\_ Expense Account Budget: \_\_\_\_\_

Expense Account Balance (today): \_\_\_\_\_ Hard Stop No. \_\_\_\_\_

Expense Account Available (today): \_\_\_\_\_ Date (today): \_\_\_\_\_

Invoice #/Voucher #	Date	Amount	Description of Service/Goods

**UNAUTHORIZED PURCHASE REASON**

REASON: \_\_\_\_\_

\_\_\_\_\_

New Requisition / New PO Detail			SBA USE ONLY	
Req. #/PO #	Amount	Date	<input type="checkbox"/>	AUTHORIZED TO PROCESS
			<input type="checkbox"/>	NOT AUTHORIZED TO PROCESS
			<input type="checkbox"/>	

Date: \_\_\_\_\_

Chief Academic Officer/Department Director (Print): \_\_\_\_\_ Chief Academic Officer/Department Director (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

Senior Leadership Team Number(Print): \_\_\_\_\_ Senior Leadership Team Number (Signature): \_\_\_\_\_

**Valerie Wilson** Date: \_\_\_\_\_

School Business Administrator \_\_\_\_\_ School Business Administrator (Signature): \_\_\_\_\_

An unauthorized purchase is a purchase of goods or services before having a valid Purchase Order in place for that purchase. Page 1 of 2.

**AUTHORIZATION TO PROCESS AN UNAUTHORIZED PURCHASE**  
Attach Completed Form to the Requisition and Return to the Purchasing Department

Invoice #/Voucher #	Date	Amount	Description of Service/Goods

An unauthorized purchase is a purchase of goods or services before having a valid Purchase Order in place for that purchase. Page 2 of 2.



# Emergency VS Urgent Request

Emergencies poses an immediate risk to health and safety.

- The superintendent can declare an emergency.
- Procurement process is bypassed.

Urgent Request/ Poor Planning

- Procurement process is NOT bypassed
- Create your requisition and contact the approvers including Purchasing **immediately** for processing. Follow Up!



# Catering

Permitted for student and parent activities.

- \$3.75 for Breakfast
- \$7.00 Lunch
- \$10.00 for Dinner

Teachers are permitted if covered by their LABOR contract.

The Law Requires You To Provide The Following Information – No Exception

- Purpose, date, what is being served/menu, if staff participates in the event and will be served refreshments, list their names
- Requisitions with missing information will be denied for correction. Requisitions are not authorization to order. A dispatched purchase order is always needed.

In accordance with [N.J.S.A 6A:23A-7.12\(c\)2](#) "Providing lunch for on-site staff meetings and in-service days or for employees who come from other parts of the school district shall not be permitted."

In accordance with [N.J.S.A 6A:23A-7.12\(d\)](#) "Non-allowed expenses include, but are not limited to, meals and refreshments for on-site staff meetings, and in-service days."



# Petty Cash

Petty Cash – The maximum amount that any school can request for petty cash are as follows:

- K-8 Schools        \$700.00
- High Schools      \$1,200.00

These funds are to be used for postage and unplanned /emergency incidental expenses. Petty cash funds are not to be used to cover the cost of items that should have been planned and processed through the requisition purchase order process.





# Vendors

## E-Supplier Portal

The E-Supplier portal is designed to increase vendor participation in the procurement process. Vendors who would like to do business with the District are directed to the portal.

The portal allows for:

- Email notification for new solicitations (Bids, Request for Proposals, Pre-Qualification Solicitations)
- Purchase order and payment tracking



# Methods of Procurement

### QUOTATION

- Written statement of price
- Must have Company's address, billing information, quotation date, and validity date

### REQUEST FOR BIDS

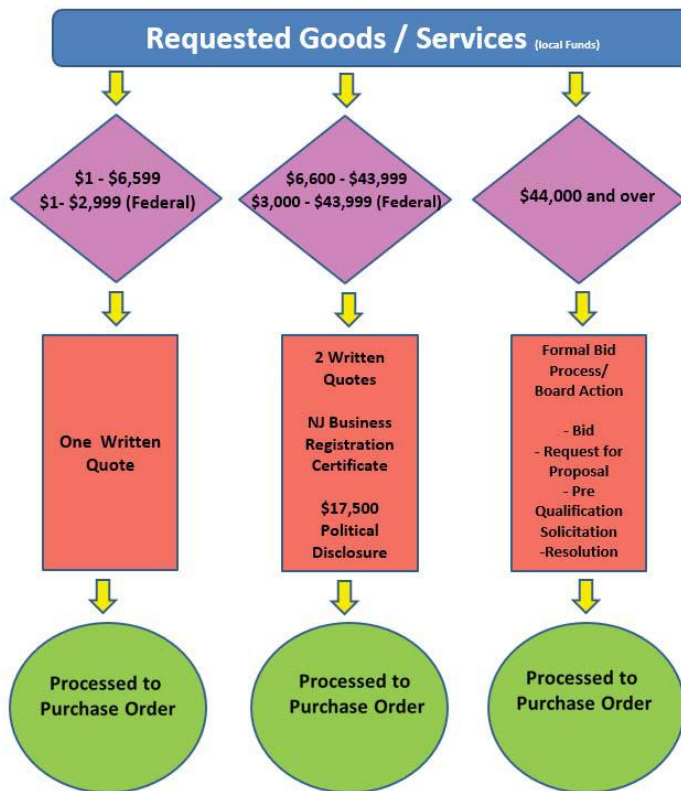
- Most common form of solicitation
- Most readily used for goods and services
- Requires a Board resolution
- May require 30-60 days for complete process

### REQUEST FOR PROPOSAL - (RFP)

- Formal solicitation with comprehensive scope of work, evaluative method of award
- Usually exceeds bid thresholds
- Requires a Board resolution
- May require 60-90 days for complete process

### COMPETITIVE REQUEST FOR PROPOSAL - (RFP)

- All attributes of RFP above apply
- Only used for select services
- Contract can be renewed up to 5 years
- Used to create approved pool of vendors (Prequalification Solicitations)



## Contractual Documents

- New Jersey Business Registration Certificate
- Disclosure of Investment Activities in Iran
- Certificate of Employee Information
- Political Contribution Disclosure Form
- Statement of Ownership Disclosure
- Terms and Conditions
- Board Approved Resolution



# Purchasing Resources

## District Website

<http://www.nps.k12.nj.us/departments/purchasing/new-school-year-ordering/>

- Vendor Reference File
- Professional Development and Extended Learning Services

## NJ Chart of Accounts

<https://www.nj.gov/education/finance/fp/af/coa/COA2021.pdf>

**Newark Board of Education** | Select Language | [Icons: Home, Calendar, Link, Mail, Print, YouTube, Twitter, Facebook] | Search

Choose a School > | District Info | Board of Education | Departments | Students | Parents | Employees | Academics

**Purchasing**

- Print Services Request Form
- View Current Bids
- New School Year Ordering 2020-2021**
- eSupplier Vendor Training Registration form
- eProcurement Training Registration Form

## New School Year Ordering 2020-2021

Welcome to the 2020-2021 School Year!

The Purchasing Department desires to provide optimal service in order to meet the needs of your school community. The ordering details for the most common goods and services are provided in the "NEW SCHOOL YEAR ORDERING" folder. This information should help you navigate through the PeopleSoft eProcurement system and maximize efficient processing. There are a few changes for the new school year that warrant highlighting(\*). Please take a moment to familiarize yourself with the information. Share these forms and related information with your staff.

### New School Year Ordering

Name ^	Downloads	Last Modified
_New School Year Ordering 2020-2021	1582 downloads	05-08-2020 10:25
Calculators 2020-2021	225 downloads	06-10-2020 11:18
Forms (Health and Admin) Elementary Diplomas December 2020-2021	683 downloads	05-08-2020 11:03
Health Supplies (District contract 2020-2021)	555 downloads	07-20-2020 14:50
Multipurpose Paper 2020-2021	2160 downloads	05-08-2020 10:59



# Resolutions

All Bids and Competitive Contract Solicitations in excess of the Bid threshold must receive Board Approval. Departmental approvals are secured and the Board makes the final approval at the Board Meeting.

Resolutions are approved electronically and available via **Electronic School Board (ESB)** <http://3.214.18.130/>

<a href="#">View Agenda</a>	<a href="#">&lt;&lt; Previous</a>	11.16 Award of Social Services for Title I Student	<a href="#">Next Item &gt;&gt;</a>	
<b>Meeting Date:</b>	6/23/2020 - 6:00 PM			
<b>Category:</b>	Purchasing			
<b>Type:</b>	Action			
<b>Subject:</b>	11.16 Award of Social Services for Title I Students Attending Non-Public Schools Request For Proposal 9194			
<b>Strategic Plans:</b>				
<b>Enclosure:</b>	Evaluation Report			
<b>File Attachment:</b>				
<b>Summary:</b>	<p>WHEREAS, in response to the COVID-19 National Declaration of Emergency proposals were received electronically on Wednesday, May 13, 2020 after public advertisement for Teacher Induction and Mentoring Professional Development Request For Proposal, proposals were issued to five (5) vendors with one (1) vendor responding; and</p> <p>WHEREAS, the Newark Board of Education is required to provide social services for Title I students attending non-public schools; and</p> <p>WHEREAS, the contract shall be for a two (2) year period form the date of award, with an option to renew for one (1) successive two (2) year period. The term of the contract shall be for a period not to exceed four (4) years in accordance with N.J.S.A. 18A:18A-4.2; and</p> <p>WHEREAS, the Newark Board of Education is not responsible for services performed without an authorized purchase order, and only the issuance of a purchase order authorizes the performance of services; and</p> <p>WHEREAS, proposals were evaluated by staff members of the Newark Board of Education and the committee selected the finalist identified below as the best qualified vendor based on their response to the District's request for proposal; and</p> <p>WHEREAS, the recommendation for award of term contract has been reviewed and approved by Michelina Thornton, Director of Grants.</p>			
<b>Funding :</b>	Subject to the availability of funds. 20 20 231 100 320 500 NPB 000			

**Recommendation to the Board:**

NOW THERE BE IT RESOLVED that the Newark Board of Education accepts and approves the award of term contract for Social Services for Title I Students Attending Non-Public Schools for a two (2) year period form date of award with the option to renew for one (1) additional (2) two-year period as follows:


Catholic Charities, Newark, NJ at an amount not to exceed \$240,000.00

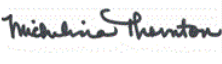
EXPLANATION: To provide social services for Title 1 students attending non-public schools. Subject to the availability of funds.

**Approvals:**

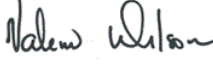
**Recommended By:**


**Signed By:**   
Sherelle Spriggs - Senior Purchasing Manager

**Signed By:**   
Henry Boamah - Principal Fiscal Analyst

**Signed By:**   
Michelina Thornton - Director of Grants

**Signed By:**   
Janet Chavis - Executive Director

**Signed By:**   
Valerie Wilson - School Business Administrator

**Signed By:**   
Roger León - Superintendent

**Vote Results:**

**Original Motion**  
Member **Asia J. Norton** Moved, Member **Flohisha Johnson** seconded to approve the **Original** motion 'NOW THERE BE IT RESOLVED that the Newark Board of Education accepts and approves the award of term contract for Social Services for Title I Students Attending Non-Public Schools for a two (2) year period form date of award with the option to renew for one (1) additional (2) two-year period as follows:

Catholic Charities, Newark, NJ at an amount not to exceed \$240,000.00

EXPLANATION: To provide social services for Title 1 students attending non-public schools. Subject to the availability of funds.'. Upon a Roll-Call Vote being taken, the vote was: Aye:

**18** Nay: **0**.  
The motion **Carried 18 - 0**

Josephine Garcia	Yes
Tave Padilla	Yes
Flohisha Johnson	Yes
Dawn Haynes	Yes
Yambeli Gomez	Yes
Asia J. Norton	Yes
Shayvonne Anderson	Yes
A'Dorian Murray-Thomas	Yes
Hasani Council	Yes



# Request For Quotes

All request for quotes shall be in writing.

**For services the request must include a detailed scope of desired services and vendor qualifications.**

**Send your request to at least three (3) vendors.**

**If you only have one vendor reach out to Purchasing, we'll assist with the others.**

## **REQUEST FOR QUOTATION**

**THIS IS NOT A PURCHASE ORDER**

Reply to: [SSpriggs@NPS.K12.NJ.US](mailto:SSpriggs@NPS.K12.NJ.US)

<b>Newark Board of Education [redacted] Services Request for Quotation</b>	
The Newark Board of Education seeks a vendor to provide [redacted] Services for <b>high</b> school students at [redacted] School, located at [redacted] 07102. The awarded vendor is tasked with introducing students to [redacted]. We're looking to schedule <b>2-hour long sessions over a 2-month residency</b> to service [redacted] students [redacted] days per week. Sessions will not exceed [redacted] students.	
<b>Session deliverables</b> [redacted]	
<b>Vendor Qualifications</b> [redacted]	
<b>Required documents</b> <ul style="list-style-type: none"><li>- Resume</li><li>- Proposal (must include a detailed scope of services proposed to the District, daily rate, all materials)</li><li>- W9</li><li>- New Jersey Business Registration Certificate</li><li>- Completion of enclosed Political Disclosure</li><li>- Completion of enclosed Certifications, Representations, and Special Conditions</li></ul>	
QUOTATION DUE DATE <b>Wednesday, March 4, 2020; 10:00 a.m.</b>	TERMS OF PAYMENT <b>Net 30 days</b>

Newark Board of Education                      Services Request for Quotation

Session Rate \_\_\_\_\_

Proposal Total \_\_\_\_\_

\_\_\_\_\_  
Signature

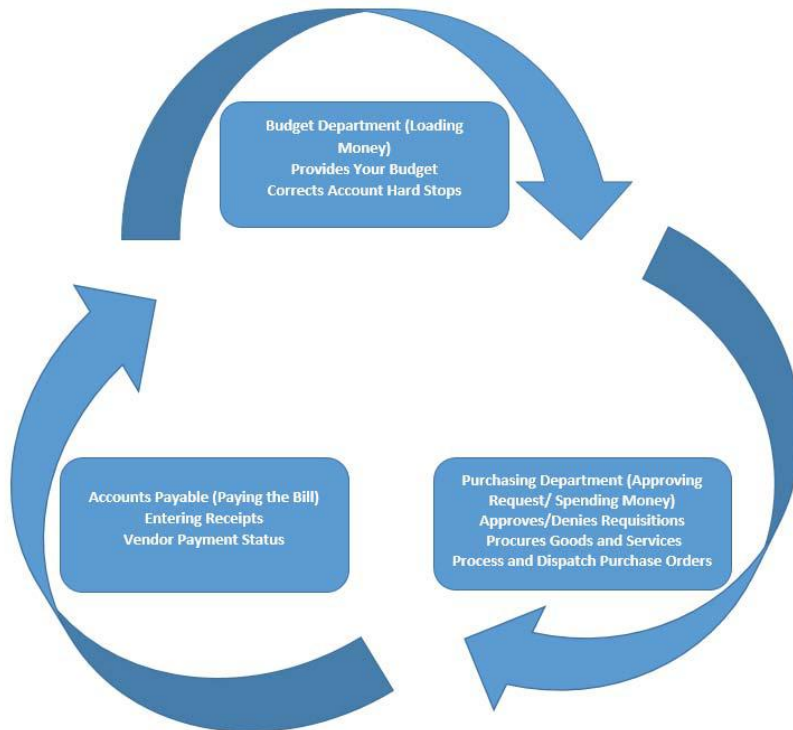
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Legal Business Name

**Purchasing, Accounts Payable, and Budget Functions**





# Questions?