Newark Board of Education Vendor Workshop

Presented by Sherelle Spriggs, Director of Support Services

1

Agenda

This workshop is designed to provide an overview of essential information in relation to providing goods and services for the Newark Board of Education.

2

Discussion Topics

- ☑Vendor Documents
- ☑Methods of Procurement
- ☑Business Hours
- ☑Purchase Order Process
- ☑Payment Process
- ☑Set-Aside Contracts for Small, Minority and Women Owned Businesses
- ☑Questions and Answers

3

Procurement Governance

The Newark Board of Education's procurement practices are governed by Public School Contracts Law outlined in N.J.S.A. 18A:18A-1 et seq.

And when utilizing federal funds, we're governed by the Code of Federal Regulations in addition to New Jersey's Public School Contracts Law, conforming to the regulation that is more restrictive.

4

Methods of Procurement

WRITTEN QUOTATION (up to $52,999)

- Written statement of price
- Must have Company's address, billing information, contact information, complete description of goods and or services, quotation date, and validity date

REQUEST FOR BIDS (RFB) ($53,000 and over)

- Most common form of solicitation, awarded to the lowest responsive and responsible bidder
- Most readily used for goods and services
- Requires a Board resolution
- 50-90 days to complete

REQUEST FOR PROPOSAL (RFP) ($53,000 and over)

- Formal solicitation with comprehensive scope of work, minimum requirements, evaluative method of award
- Only used for select services
- Requires a Board resolution
- 60-110 days to complete

5

Bid and Request For Proposal Awards

Bids are awarded to the lowest responsive and responsible bidder.

Requests for proposals are evaluated based on the evaluation criteria identified in the request for proposal and awarded in the best interest of the District.

6

Request for Bids and Proposals

Pre-submission Meetings

Live interactive virtual meetings to review completion of the required documents and the electronic submission process.

Questions and Answers

All requests for bids and proposals have a question submission deadline. The Questions and Answers addendum is published at least 7 days prior to the bid/proposal submission deadline.

7

Standard Contract Documents

- Political Contribution Disclosure Form
- Statement of Ownership Disclosure Form
- Prohibited Activities in Russia or Belarus Form
- Disclosure of Investment Activities in Iran Form
- Non-Collusion Affidavit
- Newark Board of Education Vendor Form
- W9
- New Jersey Business Registration Certificate (application link https://www.state.nj.us/treasury/revenue/gettingregistered.shtml)
- Certificate of Employee Information (application link https://www.nj.gov/treasury/contract_compliance/)
- Terms and Conditions
- Board Approved Resolution
- Insurance Certificate naming the Newark Board of Education as an additional insured party and certificate holder
- Bid Bond
- Performance Bond

8

Standard Contract Document Review

9

Standard Contract Documents and Thresholds

Up to $7,949 = NBOE Vendor Form, W9, Statement of Ownership Disclosure Form, Iran Disclosure Form, Russia Disclosure Form, and Proof of Non-Debarred State and Federal Status

$7,950 to $17,499 = NBOE Vendor Form, W9, Statement of Ownership Disclosure Form, Iran Disclosure Form, Russia Disclosure Form, Proof of Non-Debarred State and Federal Status, and New Jersey Business Registration Certificate

$17,500 to $52,999 = NBOE Vendor Form, W9, Statement of Ownership Disclosure Form, Iran Disclosure Form, Russia Disclosure Form, Proof of Non-Debarred State and Federal Status, New Jersey Business Registration Certificate, and Political Contribution Disclosure Form

$53,000 and over = NBOE Vendor Form, W9, Statement of Ownership Disclosure Form, Iran Disclosure Form, Russia Disclosure Form, Proof of Non-Debarred State and Federal Status, New Jersey Business Registration Certificate, Political Contribution Disclosure Form, Certificate of Employee Information, Insurance Certificate, and performance and payment bonds if applicable

10

State Certificate Application Links

New Jersey Business Registration Certificate

https://www.state.nj.us/treasury/revenue/gettingregistered.shtml

Certificate of Employee Information Report

https://www.nj.gov/treasury/contract_compliance/

11

Active Solicitations

10323 English Language Arts Instructional Resources

10341 Design Consultant Services for Emergent and or Capital Projects

10343 Title I Academic Services

10346 Audio and Visual Equipment Installation and Repair Services

10352 Dayton Street School Asbestos Abatement and Lead Stabilization

12

Locating Active Solicitations

Newark Board of Education Website

https://www.nps.k12.nj.us/departments/purchasing/view-current-bids/

https://www.nps.k12.nj.us/board-of-education/public-notices/

Star Ledger Legal Advertisements

https://classifieds.nj.com/nj/category/legals

13

Upcoming Solicitations

Paving Services

Supply and Install of Digital Light-Emitting Diode (LED) Signs, Dibond Signs, and Banners

School Auditorium Stage Rigging

14

Electronic Bidding Portal

Request for bids and request for proposals are submitted electronically via our bidding platform. https://npssourcing.com/

To participate in an active solicitation, you will need credentials. Instructions for receiving credentials are located on the first page of each solicitation.

Electronic Bidding tutorial videos are available via https://www.nps.k12.nj.us/departments/purchasing/view-current-bids/

15

Bid Submission Timeliness

New Jersey Public School Contracts Law does not permit the acceptance of late bids (NJSA 18A:18A-21).

Make sure to review the bid submission deadline and submit your bid in a timely manner. Even if the submission is one minute late, we cannot accept it.

16

Set-Aside Contracts for Small, Minority and Women Owned Businesses

When a contract is Set-Aside for Small, Minority and Women Owned Businesses, all bid participants must be certified owned enterprises. The certification must be dated on or before the date of the bid opening. We cannot consider applications in progress.

17

Set-Aside Contracts for Small, Minority and Women Owned Businesses

Certification is a determination made by certain certifying entities that a business is, in fact eligible to compete for contracts under the Set-Aside program. Certifying entities include, but are not limited to the following:

- New Jersey Department of Commerce and Economic Development
- New Jersey Department of Transportation
- Port Authority of New York/New Jersey
- United States Small Business Administration

18

Set-Aside Contracts for Small, Minority and Women Owned Businesses

The Newark Board of Education has contracts specifically Set-Aside for Small, Minority, and Women Owned Businesses.

To make a contract Set-Aside a disparity study must take place. The disparity study will identify which contracts the Board should Set-Aside.

The study is completed by a qualified third party. They collect and examine our procurement data to determine the occurrence of disparity, or if any disparity exists. They review census data on minority, small, and women business owners, the District's purchasing methods, contracts awarded, and purchase orders issued. Additional data is collected through vendor focus groups, public hearings, surveys, and vendor interviews.

A disparity study determines if inequities exist in public procurement and contracting that adversely affect minority and women owned businesses. The Newark Board of Education completes a Disparity study approximately every 10 years.

19

Current NBOE Set-Aside Contracts

Design Consultant Services for Emergent and/or Capital Projects
(Architectural and Engineering Services)

Landscaping and Ground Maintenance

Paving Services

Trophies and Awards

T-Shirt and Golf Style Apparel

20

Reviewing Awarded Contracts

All contracts greater than $52,999 require Board Approval. Our Board meets once a month to award contracts. After the Board has voted, the results are published to the public via our Electronic School Board Website.

https://newarkpublic.ic-board.com/

21

Purchase Order

The Newark Board of Education authorizes the delivery of goods and or performance of services via a purchase order. The purchase order is the District's financial instrument, when you receive a purchase order the District has provided authorization for you to provide the services or delivery of the goods identified within the purchase order.

Purchase orders are dispatched via email to the email address on your vendor form unless an alternative email address is requested.

22

Purchase Order Process

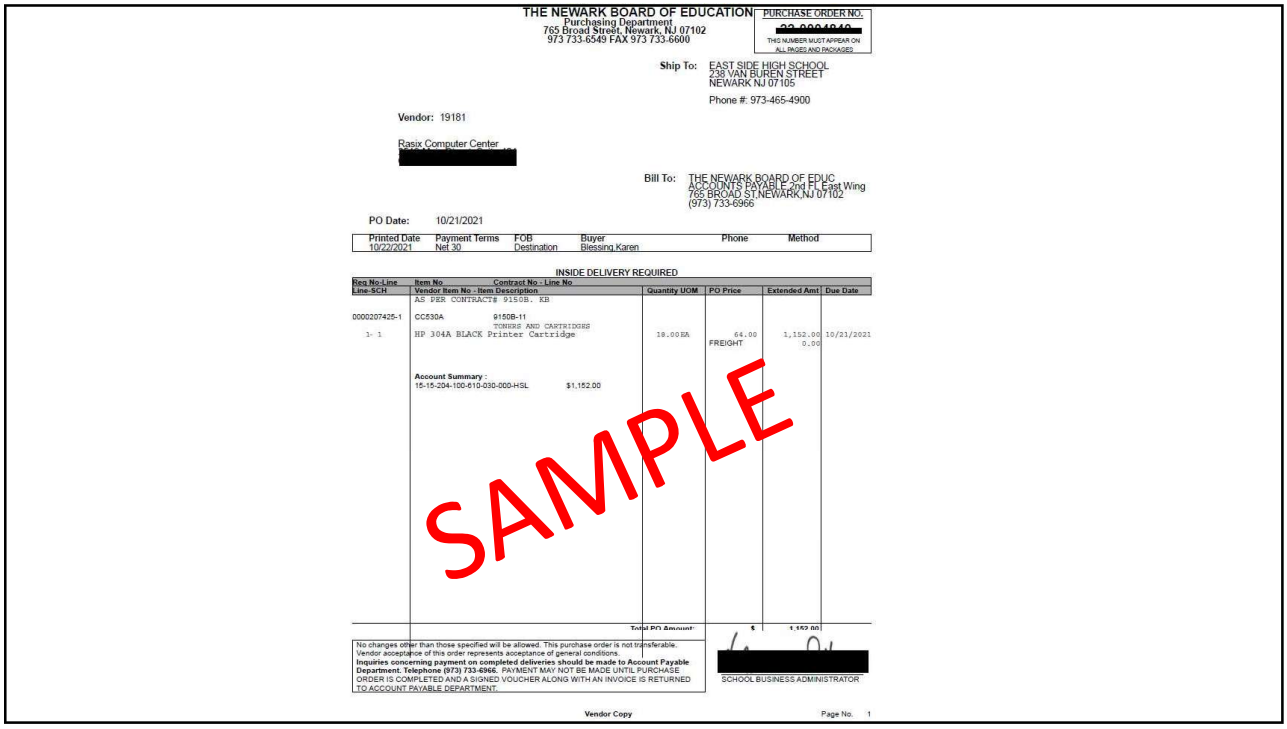
Requestors of the Newark Board of Education will submit a funded request for goods or services.

The request routes through a series of District approvers.

The Office of Purchasing will perform the necessary procurement actions and generate the purchase order.

The purchase order will route to the vendor via email, once received, the vendor can contact the requestor (top right corner of the purchase order) and schedule delivery.

23



24



25

Unauthorized Purchase

Vendors shall not provide services or deliver goods without receipt of a purchase order.

The purchase order is the only authorization to legitimately permit a vendor to render services or deliver goods. The Newark Board of Education is not responsible for payment of services provided or goods delivered prior to the issuance of a purchase order.

Services provided or goods delivered prior to the issuance of a purchase order are unauthorized and a violation of Public School Contracts Law.

26

Payment Process

The District's standard payment terms are Net 30 days. Upon completion of delivering goods or providing services, Vendors shall submit a signed voucher and invoice to Accounts Payable via AccountsPayable@NPS.K12.NJ.US .

To process payment three items are required:

Signed voucher (provided by Vendor)

Invoice (provided by Vendor)

Confirmation of received goods/services (completed by Requestor)

27

Payment Process - Voucher

The voucher is included in the email when you receive your purchase order. Visually, these documents look very similar. They will both outline what was purchased. The purchase order will be signed by the School Business Administrator granting you authorization to provide goods and or services. The purchase order is retained for your records.

The Voucher will outline the authorized goods and or services and have a Claimant Declaration at the bottom. The Voucher must be signed and submitted to Accounts Payable via AccountsPayable@NPS.K12.NJ.US .

28



29

Payment Process - Invoice

At a minimum all invoices shall include:

- The Vendor's complete business name, address, and contact information
- A unique invoice number (all invoices cannot have the same number)
- Invoice date
- Purchase order number
- Ship to location name
- Ship to location address
- Item/service descriptions, quantities, prices
- Delivery/ service date(s)
- Tracking information (if available)

30

Marketing Services to the District

Vendors should contact the School or Department Director via their customary methods of marketing.

Access to District locations is limited. In your marketing outreach you may request to schedule a virtual meeting.

31

Business Hours

The Purchasing Department is open Monday through Friday 8:00 a.m. through 4:00 p.m.

Telephone Number 973-733-6549

Email Purchasing@NPS.K12.NJ.US

All bids and proposals are submitted electronically.

32

Review of questions submitted in the chat.

33



34