



Business  
Breakfast  
October 7, 2015

**INSPIRE EQUIP IMAGINE**

**FBiSD**

**A Special Thank You for an Awesome Breakfast!!**





# Activity Funds



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## OCTOBER Update

- August Month-end reports (now)
- September Month-end reports (run them next week sometime)
- Sponsors verifying their general ledger transactions quarterly. (Retain at campus.)
- Activity Funds for Librarians (book fair focus)





Sam's  
CLUB

The Sam's Club logo is centered on a dark blue diamond shape. It consists of a green square with a blue border, set within a larger blue square. Below the diamond, the text "Sam's" is written in a large, white, serif font, and "CLUB" is written in a smaller, white, sans-serif font below it.

*Vera Bradley*

# Mileage Reimbursement Info.





**ONLINE  
ADVERTISING**

# What's New In Purchasing?

- **\*New awarded vendor for Printers, Related Equipment, and Services**
    - Reference new bid number ***RFP-15-058GT***
    - Awarded vendor is ***Netsync Network Solutions***
    - additional 2 year warranty should be included in your requisition
  
  - **\*Awarded bid for PCs, Related Equipment and Services**
    - Reference new bid number ***RFP-15-061GT***
    - Awarded vendor is ***Netsync Network Solutions***
    - Additional 2 year warranty should be included in your requisition
    - ***Computrace charge*** for laptops only
    - Pipeline link
- \*information available on Pipeline*
- **Coming Soon: Revised New Vendor Request Page**

Will be adding additional information to form to expedite request

    - Type of purchase ( product, service, both)
    - Commodity
    - Funding source
    - Estimated expenditure



# Contracts Process Review



## Contracts that go through Purchasing Department

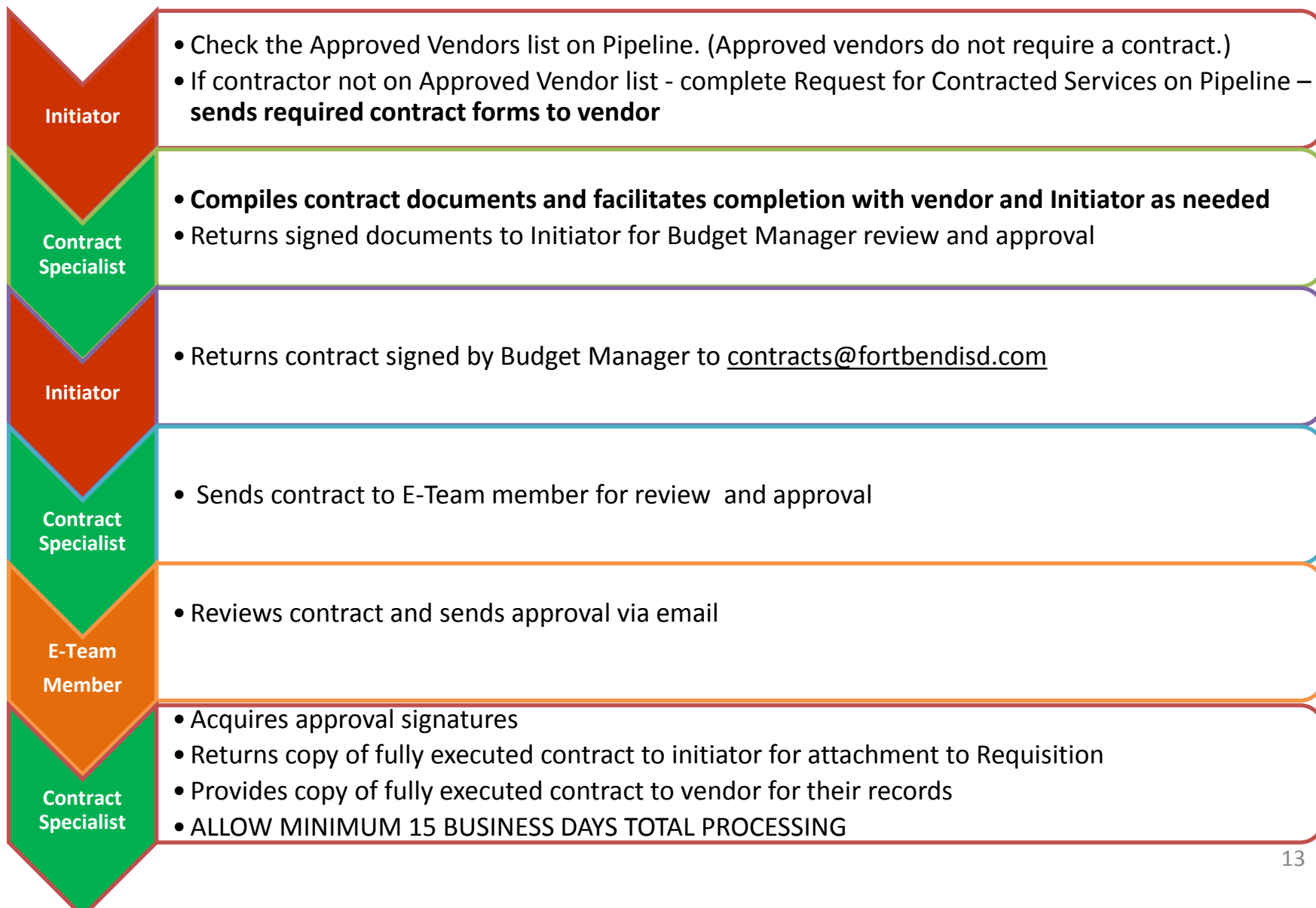
- 1. Purchase Order**
- 2. Short Form contracts are intended for agreements for services less than \$50,000;**
- 3. Special Education – Medical Education Evaluation (MEE) and/or Independent Educational Evaluation (IEE); < \$10K**
- 4. Minor Facilities contracts are intended to be used in conjunction with a building modification;**
- 5. Vendor/Third-Party Agreements (Short 1-3 pages & < \$10K)**
- 6. Facility Contracts**

## Contracts that go through Legal Department

- 1. Long Form contracts are intended for agreements for services over \$50,000;**
- 2. Professional Services Agreements are intended to be used for services provided by professionals such as Doctors, Lawyers, Architects, or other “State Licensed” vendors;**
- 3. Construction Contracts**
- 4. Vendor/Third-Party Agreements (extensive)**
- 5. Master Contracts**

# Contracts Flow - Old

- Fort Bend ISD's agreements sent to the vendor are processed as follows:
  - *Agreement sent to vendor via email address provided in request (sometimes it bounces back and the vendor has to be contacted by phone to obtain the correct email address)*
  - *If agreement not returned within 5 business days, vendor is contacted to ensure receipt*
    - *After three attempts to contact vendor, requestor will be notified to assist*
  - *Once agreement returned by vendor, it is submitted via email to the budget manager for signature and review*
  - Upon return by budget manager, agreement is sent to e-team member for approval (this approval is submitted via email which is attached to the agreement prior to submission to Dr. Dupre or Steven Bassett for final approval/signature)
  - Cover memo created for signature/approval by Risk Management and Purchasing prior to submission to Dr. Dupre or Steven Bassett for signature
  - Agreement, exhibits and other documents (if required) hand delivered signatures by Dr. Dupre or Steven Bassett
  - Contracts Specialist notified by phone call or email that agreements have been signed and ready for pickup
  - Agreements picked up, scanned in, logged as fully executed/complete and returned to requestor for attachment to requisition





## Status?



## Timeframe?



# Insurance Requirements & Background Checks

See updated **DRAFT** matrix



## ***BACKGROUND CHECKS***

### **Contractor Criminal Background Certification**

**Introduction:** Texas Education Code Chapter 22 requires service contractors to obtain criminal history record information regarding covered employees and to certify that fact to the District.

***Covered employees:*** All employees of a contractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

# Confirming PO's





## Confirming PO issues

- **Food orders/Restaurants**
- **Subscriptions**
- **Fund number**
- **Report will be sorted by budget manager, then org code since departments frequently order items for the campuses.**
- **Focus is on willful non-compliance**
- **Other???**



# Next Meeting Nov. 11th

