

## **The School District of Palm Beach County**

### **Best Practices for Contract and Purchase Order Management**

The School District of Palm Beach County is the 10th largest K-12 school district in the US and the 5th largest in Florida. It encompasses 180 schools, serving over 189,000 students who collectively speak 150 languages and dialects. The District also offers 335 Career Academies and Choice Programs, as well as 28 adult and community education school sites to meet the needs of a district of this scale.

With a workforce of 22,801 employees, including more than 13,003 teachers, the District operates with an annual budget of \$2.9 billion.

**School Board Policy 6.14** governs the purchase of commodities and contractual services for the School Board through competitive solicitation and aims to protect the integrity of the contract award and procurement process, promote fair competition, inspire public confidence in the acquisition process and obtain the maximum value and quality when expending public dollars for a public purpose.

Oversight of acquisitions is achieved through delegated authority relating to the purchase of commodities and 119 contractual services for the School District in compliance with applicable federal and state laws, Florida State Board of Education Rules, School Board Policies, and administrative rules, procedures, and guidelines.

Currently the Purchasing Department manages 1,664 active contracts and processes a yearly average of 78,000 purchase orders. To ensure that contractual amounts do not exceed the approved limits, the Purchasing Department in collaboration with ERP, developed the following process to ensure Contract spend compliance.

#### **Step 1: Tabulation Approval**

- The process begins when a tabulation (or summary of bids) is prepared. Depending on the dollar threshold, the tabulation is either signed directly by the Director of Purchasing, the Chief Financial Officer, the Superintendent or Board approval depending on the threshold amount.

INVITATION TO BID NO.: 25C-11C – TERM CONTRACT FOR INSTALLATION AND REPAIR OF CHAIN LINK FENCES AND GATES

CONTRACT PERIOD: January 1, 2025 through December 31, 2028

DEPARTMENT: Various FUND: Various FUNCTION: Various ACCOUNT: Various

FUNDING SOURCE: Capital Maintenance Transfer, Capital Projects including Sales Tax & Security Projects

REQUESTING DEPARTMENT: Maintenance and Plant Operations

**FINANCIAL IMPACT**

The annual financial impact to the Facilities budget is not to exceed \$100,000. The source of funds is the Capital Maintenance Transfer, Capital Projects including Sales Tax & Security.

Items to be purchased include installation and repair of chain link fencing and gates.

**AWARD RECOMMENDATION / TABULATION**

<b><u>VENDOR</u></b>	<b><u>SBE CERTIFIED</u></b>	<b><u>ITEM 1</u></b>
<b><u>Gomez and Son Fence Corp.</u></b>	<b><u>1</u></b>	<b><u>\$694,283.25</u></b>
Tropic Fence, Inc.	1	\$2,737,375.00

LEGEND:

\_\_\_\_\_ = Award - Primary

SBE CERTIFIED - (1-Vendor SBE Certified, 2-Vendor Not SBE Certified,  
3- Awarded Vendor Using SBE Subcontractor)

**RECOMMENDATION:** It is recommended that award be made to the lowest bid from the responsive and responsible bidder, as indicated above.

Note: Original Bid document is available upon request.

## Step 2: Data Entry into PeopleSoft Workbook

- Once the tabulation is approved, the Purchasing Agent enters the necessary details including SBE information into the PeopleSoft (integrated ERP System) workbook to initiate the procurement process for tracking contract spend.

Contract Entry						
Date	Highlight all fields to update 12/30/2024					
Type of change	New					
Buyer	Kristin Doyle					
Contract ID	25C-11C-A-1					
Vendor Name	Gomez & Son Fence Sorp					
Vendor #	0000007986					
Begin Date	1/1/2025					
Expire Date	12/31/2025					
Description	Fencing Services					Board Date
Category Description	Maintenance					Board Agenda Item #
	Current		New/Revised Amt			
Maximum Amount			\$100,000.00	New Maximum Amount		
Line Item Released						
Category Released						
Open Item Released						
Total Released Amount						
Remaining Amount	\$0.00		\$100,000.00	New Remaining Amount		
Is this contract in the Marketplace? Yes or No		Does this contract have a Minority/SBE component, choose one and identify diversity award %		Yes	Is the vendor a District Certified SBE (Enter Yes or No in the Corresponding Box)	
					Is the vendor a District Certified M/WBE (Enter Yes or No in the Corresponding Box)	
					Is Vendor Self Reported SBE or	
No						

### Step 3: Workbook Verification and Upload

- A designated Purchasing Department staff member conducts a review of the PeopleSoft workbook to ensure accuracy. Upon verification, the workbook is entered into PeopleSoft.

Favorites ▾Main Menu ▾>Procurement Contracts ▾>Add/Update Contracts

Contract Entry  
Contract

SetID SHAREContract ID 25C-11C-A-1\*Status Approved ▾

Contract Version  
Version 1Status CurrentApproved Date 01/17/2025

Administrator/Buyer 1128245Kristin DoyleAdd a Document

Header ?

Contract Style FACILITIES-EQUIP/SUPPLIES/MAINT  
Process Option General Contract  
Supplier GOMEZ AND-001  
Supplier ID 0000007986GOMEZ AND SON FENCE  
Primary Contact  
Supplier Contract Ref 25C-11C  
Description Fencing Services  
Master Contract ID  
Begin Date 01/01/2025  
Expire Date 12/31/2025  
Renewal Date  
Control Type  
☒ Tax Exempt  
☐ Auto Default  
☐ Lock Chartfields

Tax Exempt ID 858013897253C

[Add Comments](#)  
[Contract Activities](#)  
[Primary Contact Info](#)  
[Contract Header Agreement](#)  
[Contract Releases](#)  
[Custom Fields](#)  
  
[Retention](#)  
[Activity Log](#)  
[Document Status](#)  
[Thresholds & Notifications](#)  
[Price Adjustment Template](#)  
[Purchase Order BU Defaults](#)

☒ Corporate Contract  
Currency USD  
Rate Date 01/17/2025CRRNT  
☐ Must Use Contract Rate Date  
☒ Allow Multicurrency PO

Invoice Options

Amount Summary ?

Maximum Amount	100,000.000	USD
Line Item Released Amount	0.000	
Category Released Amount	0.000	
Open Item Released Amount	0.000	
Total Released Amount	0.000	

## Step 4: Requisition to Purchase Order (PO) Conversion

- When requisitions are received, the Purchasing agent creates a purchase order (PO) in the PeopleSoft system. During this process, the appropriate contract reference for each line item on the PO is added, linking it directly to the corresponding PeopleSoft contract as shown in Step 3.

Maintain Purchase Order

Purchase Order

Business Unit: SDPBC  
PO ID: 2925019475

PO Status: Pend Appr  
Budget Status: Not Chk'd

Copy From: [Dropdown]  
☐ Hold From Further Processing

**Header**

\*PO Date: 01/17/2025  
\*Supplier: GOMEZ AND-001  
\*Supplier ID: 0000007906  
\*Buyer: 1128245

Supplier Search  
Supplier Details  
GOMEZ AND SON FENCE  
Kristin Doyle

Receipt Status: Not Recvd  
Priority: Medium  
\*Dispatch Method: Email  
Dispatch

**Amount Summary**

Merchandise	80,000.00
Freight/Tax/Misc.	0.00
Total Amount	80,000.00 USD

Calculate

**Add Items From**

Catalog  
Purchasing Kit

**Lines**

Line	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Contract ID	Status	Amount Only
1	Fence Repair	1.0000	LOT	MAINTENAN	80000.00000	80,000.00	25C-11C.A-1	Approved	

View Printable Version  
Delete PO  
Close Short All Lines  
Go to: More

Save  
Notify  
Refresh  
Add  
Update/Display

The following information is included on the face of the Purchase Order and is provided as information as it routes through the approval process.

*Subject to Terms and Conditions of Bid 25C-11C*

*The not to exceed amount of this purchase order is \$80,000*

*Orders placed prior to Purchase Order expiration date may be completed but initiation of new work or purchase of additional goods or services after Purchase Order expiration date will not be honored.*

*All invoices are subject to audit upon receipt.*

*Invoices must be itemized.*

*Term of Contract January 1, 2025 through December 31, 2025*

## Step 5: Contract Deduction

- Each time a purchase order is processed, the system automatically deducts the corresponding amount from the PeopleSoft contract, tracking the remaining funds in real time.

SetID	SHARE	<b>Contract Version</b>	
Contract ID	25C-11C.A-1	Version	1
*Status	Approved	Approved Date	01/17/2025
Administrator/Buyer	1128245	Kristin Doyle	<a href="#">Add a Document</a>

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**Header** ?

Contract Style	FACILITIES-EQUIP/SUPPLIES/MAINT	<a href="#">Add Comments</a> <a href="#">Contract Activities</a> <a href="#">Primary Contact Info</a> <a href="#">Contract Header Agreement</a> <a href="#">Contract Releases</a> <a href="#">Custom Fields</a>  <a href="#">Retention</a> <a href="#">Activity Log</a> <a href="#">Document Status</a> <a href="#">Thresholds &amp; Notifications</a> <a href="#">Price Adjustment Template</a> <a href="#">Purchase Order BU Defaults</a>	
Process Option	General Contract		
Supplier	GOMEZ AND-001		
Supplier ID	0000007986		GOMEZ AND SON FENCE
Primary Contact			
Supplier Contract Ref	25C-11C		
Description	Fencing Services		
Master Contract ID			
Begin Date	01/01/2025		
Expire Date	12/31/2025		
Renewal Date			
Control Type	<input checked="" type="checkbox"/> Tax Exempt <input type="checkbox"/> Auto Default <input type="checkbox"/> Lock Chartfields		
	Tax Exempt ID	858013897253C	
		<input checked="" type="checkbox"/> Corporate Contract	
	Currency	USD	
	Rate Date	01/17/2025 CRRNT	
		<input type="checkbox"/> Must Use Contract Rate Date	
		<input checked="" type="checkbox"/> Allow Multicurrency PO	

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**Invoice Options**

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**Amount Summary** ?

Maximum Amount	100,000.000	USD
Line Item Released Amount	0.000	
Category Released Amount	0.000	
Open Item Released Amount	80,000.000	
Total Released Amount	80,000.000	
Remaining Amount	20,000.000	
Remaining Percent	20.00	

## Step 6: Monitoring Contract Balance

- Purchasing Agents are equipped with work centers that enables them to monitor the status of their contracts. If a contract balance drops below 40%, an alert is triggered and emailed to the Purchasing agent with the following information.

Alerts - PB\_CONTRACT\_40\_PERCENT\_ALERT

**Explanation:** Contract 25C-11C.A-1 for GOMEZ AND SON FENCE is under 40 percent with an Exp. Date 2025-12-31.

When this prompt is delivered, the information automatically integrates the information into the Buyers work center, prompting the Purchasing agent to assess whether approval of additional funds is needed.

[illegible]

Furthermore, if a Purchasing Agent attempts to process a purchase order that exceeds the approved contract amount, a notification will alert them that the purchase order amount surpasses the contract limit, preventing the purchase order from proceeding.

**Benefits:**

- Ensures smooth integration between requisitions, purchase orders, and contracts.
- Eliminates the risk of over-expenditure by proactively monitoring contract balances.
- Ensures accuracy and compliance with organizational procurement policies.

This process reflects the organization's commitment to effective contract management and transparent procurement, promoting optimal resource utilization and timely funding adjustments.