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

VENDOR	<u>SBE</u> <u>CERTIFIED</u>	<u>ITEM 1</u>
Gomez and Son Fence Corp.	1	\$694,283.25
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	Highlight all fie	elds to update								
Date	12/30/2024									
Type of change	New									
Buyer	Kristin Doyle									
Contract ID	25C-11C.A-1									
Vendor Name	Gomez & Son Fence	Sorp								
Vendor #	000007986									
Begin Date	1/1/2025									
Expire Date	12/31/2025			Board Date						
Description			Fencing Services	Board Agenda Item #						
Category Description			Maintenance							
	Current		New/Revised Amt							
Maximum Amount		-		New Maximum Amount						
		-								
Line item Released										
Category Released										
Open Item Released										
Total Released Amount										
								¢		
Remaining Amount	\$0.00		\$100,000.00	New Remaining Amount				v		
		-								
	Is this contract in the			Yes		s the vendor a District Certified SBE (Enter Yes or No in the Corre				
	Marketplace?		Does this contract have a Minority/SBE component, choose one and			Is the vendor a District Certified M/WBE (Enter Yes or No in the Corresponding Box)				
	Yes or No	identify diversity award %		Is Vendor Self	Is Vendor Self Reported SBE or					
			,,,		_					
	No			1						

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 Contra	cts 🔻 > Add/Update	Contracts			
Contract Entry						
Contract						
SetID SH	ARE		Contract Version			
Contract ID 250	C-11C.A-1		Version	1	Status	Current
*Status Ap	proved	~	Approved Date	01/17/2025		
						Add a Document
Administrator/Buyer 112	28245	Kristin Doyle				Add a boddment
Theader (2)						
Contract Style Process Option	FACILITIES-EQUIP/S General Contract	UPPIES/MAINT				
Supplier	GOMEZ AND-001				Add Comments	
Supplier ID	000007986	GOMEZ AND SON FE	NCE		Contract Activities	i
Primary Contact Supplier Contract Ref	250 110				Primary Contact I	
					Contract Header / Contract Release	-
	Fencing Services				Custom Fields	-
Master Contract ID						
Begin Date	01/01/2025				Retention Activity Log	
Expire Date	12/31/2025				Document Status	
Renewal Date					Thresholds & Not	ifications
Control Type					Price Adjustment Purchase Order B	
	Tax Exempt	Tax Exempt ID 858	8013897253C		Furchase Order b	o Defaults
	Auto Default					
	Lock Chartfields					
				Currency	Corporate Co USD	ontract
				Rate Date	01/17/2025	CRRNT
					Must Use Co	ntract Rate Date
					Allow Multicu	Irrency 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		New Window Help
Purchase Order		
Business Unit SOPBC PO ID 2025019475 Copy From	PO Status Pend Appr 전 Budget Status Not Chk'd 편 Chold From Further Processing	
Pheader Po Date 0/17/2025 B Supplier Search Supplier Details Supplier Details Supplier Details Supplier Details Supplier Details PO Reference, Fencing Services Header Details Add Comments PO Defaults PO Activities Add ShipTo Comments * Actions	Receipt Status Not Recvd Priority [<u>Medium</u> v "Dispatch Method <u>Email</u> v Amount Summary (2) Merchandise 80 000 000 Frigight TavMacc. 0.00 Total Amount 80.000 000 USD	
Add Items From @ Catalog Item Search Purchasing Kit		
Lines @ Details Ship To/Due Date Statuses Item Information Attributes RF	Q Contract Receiving (1979)	Personalize Find View All 🔃 🎆 First 🕢 1 of 1 💿 Last
Line - Description - PO Qty *UOM	Category Price Merchandise Amount Contract ID	Status Amount Only
1 🕒 Fence Repair 🔎 🖏 1.0000 LOT	Q MAINTENAN Q 80000.00000 80,000.000 25C-11CA-1	Approved 📿 🗹 💽 🖃
View Printable Version Delete PO Close Short All Line	*Go to [More	💽 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 S	HARE		Contract Version			
Contract ID 25C-11C.A-1 *Status Approved			Version	1	Status	Current
		~	Approved Date	01/17/2025		
Administrator/Buyer 11	128245	Kristin Doyle				Add a Document
Header 👔						
	FACILITIES-EQUIP/S General Contract	UPPIES/MAINT				
Supplier	GOMEZ AND-001				Add Comments	
Supplier ID Primary Contact	000007986	GOMEZ AND SON FE	ENCE		Contract Activities Primary Contact	
Supplier Contract Ref	25C-11C				Contract Header	
Description	Fencing Services				Contract Release	s
Master Contract ID					Custom Fields	
Begin Date	01/01/2025				Retention	
Expire Date					Activity Log	
Renewal Date					Document Status Thresholds & Not	
					Price Adjustment	
Control Type					Purchase Order I	
	Tax Exempt	Tax Exempt ID 85	8013897253C			
	Auto Default					
	Lock Chartfields					
				Currency	Corporate Co	ontract
				-	01/17/2025	CRRNT
						ontract Rate Date
					Allow Multic	urrency PO
Invoice Options						
Amount Summary (2)						
Maximum Ar	nount	100,000.000 USD				
Line Item Released Ar	nount	0.000				
Category Released Ar		0.000				
Open Item Released Ar		80,000.000				
Total Released Ar	mount	80,000.000				
Remaining Ar	nount	20,000.000				
Remaining Pe	rcent	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.

PO Approval	-		-							0	0	
10 entries will t PO No.	e displayed	- Click on "Full Q	Jery Results" be	Change Orde								
Full Query Resu		er	status	Change Orde	r status	Status PO Amount						
Expiring Cont		isplayed - Click o	"Eull Query Pr	eulte" below to vi	iow all ontrios					0	0	
Contract	Supplier	Supplier		esuits below to vi	Begin Dt	Expire Dt	Max. Amt	Balance	Remaining	Davs on (Contra	
23C-32N.A-2	0000010851		A STAPLES CON	IMERCIAL LLC		2025-04-02	50000	35060	74.40	, 54,5 611	001111	
23C-32N.B-2	0000000060	PYRAMID PAPER				2025-04-02	200000	127456.96	74.40			
22C-823C.B-3	0000011531	JOHNSON CONT	ROLS US HOLDI	NG LLC DBA	2024-04-23	2025-04-22	6000000	3845145.93	94.40			
24C-809A.A-1	0000012001	ODP BUSINESS S				2025-04-30	250000	248466.92	102.40			
Q6822 25	0000006822	SCHOOL OUTFIT	TERS LLC		2024-11-13	2025-06-30	10000	10000	163.40			
Q11384 25	0000011384	CUBE CARE CO				2025-06-30	50000	50000	163.40			
Q8964 25	0000008964	RECYCLED PLAS				2025-06-30	50000	38710	163.40			
20C-813A.A-5	0000009901	FASTENAL COMPANY			2024-07-01	2025-06-30	12000000	6066488.06	163.40			
BP12922 25	0000012922	SMART ADVERTISING OF FLORIDA			2024-09-27	2025-06-30	50000	2500	163.40			
BP12951 25	0000012951	GRIPD LLC			2024-09-30	2025-06-30	220000	10000	163.40			
24C-022N.B-1	0000012822	KEYSTAFF INC			2024-07-02	2025-06-30	1000000	400000	163.40			
Q12001 25	0000012001	ODP BUSINESS SOLUTIONS LLC			2024-07-29	2025-06-30	50000	43759.66	163.40			
24C-022N.A-1	0000010920	22ND CENTURY TECHNOLOGIES INC			2024-07-01	2025-06-30	3000000	350000	162 0			
Q3705 25	0000003705	NSW CORPORAT	NSW CORPORATION DBA			2025-06-30	50000	22750	163.40			
Q10683 25	0000010683	NEW GENERATIO	ON CUSTOM WIN	IDOW TREATMEN	TS 2024-07-29	2025-06-30	50000	39750	163.40			
21C-37A.A-4	0000010876	IMAGE JANITORI	IMAGE JANITORIAL SERVICES INC			2025-08-10	200000	J92	204.40			
24C-901Q.B-2	0000012685	INSIGHT GLOBAL	LLC		2024-11-15	2025-09-30	10000	56623	255.40			
24C-901Q.A-2	0000010103	GLOBALSOURCE	INC DBA		2024-10-17	2025-09-30	.3000	1103125	255.40			
23C-902N.A-4	0000012001	ODP BUSINESS S	SOLUTIONS LLC		2024-11-04	2025-11	2500000	2375409.75	289.40			
25C-11C.A-1	0000007986	GOMEZ AND SON	I FENCE		2025-01-01	20 -12-31	100000	20000	347.40			
Full Query Resu	Its											
Contracts und	ler 40 % Bu	yer								0	0	
		splayed - Click on	"Full Query Re	sults" below to vi	ev un entries							
Buyer	Supplier				ontract	Expire Dt		Max. Amt	Balance	PCTUS	ED	
Kristin Doyle	GRIPD L	LC	LC BP1295		P12951 25	2025-06-	30	220000	10000 0.954			
Kristin Doyle	SMART	ADVERTISING OF FLORIDA BP129			P12922 25	2025-06-30		50000	2500 0.95			
Kristin Doyle	22ND CI	ENTURY TECHNOLOGIES INC 24C-02		4C-022N.A-1	2025-06-30		3000000	350000 0.883				
Kristin Doyle	GOMEZ	AND SON FENCE	AND SON FENCE 25C-11			2025-12-31		100000	20000 0.8			
Kristin Doyle	METAFO	ORMERS INC		RMERS INC 25C-81			12	150000	50000	0.666		

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.