The School District of Palm Beach County

Best Practices

The School District of Palm Beach County is the 10th largest K-12 school district in the United States, and the 5th largest in Florida with approximately 167,560,000 students who speak 150 languages and dialects. To serve the needs of those students, we have 182 district operated schools, with approximately 22,891 employees. We also have 335 Career Academies and Choice Programs, a Department of Exceptional Student Education (ESE) to assist our teachers in providing appropriate public education for over 37,000 students with special needs and 28 adult and community education school sites, one full time Adult Education Center, eight community satellite locations, and one Adult Virtual Education Program.

To support the needs of students and staff, the Purchasing Department maintains a staff of 12 Purchasing Agents and support staff. After grappling for years with acquiring all necessary items to effectively operate an organization of this scale, the management team examined our business model through the lens of the 80/20 rule, also known as the Pareto Principle. Upon analyzing annual purchase data from the previous five years, it was discovered that approximately 75% of all purchases amounted to less than $1000 each.

To free up more time for Purchasing Agents to focus on significant purchases requiring Bids and Requests for Proposals, management thoroughly considered implementing a marketplace platform within our ERP. Following extensive research and after reviewing numerous demonstrations from companies providing online ordering systems, the decision was made to transition towards developing a comprehensive marketplace catalog.

The advantages obtained from the online marketplace catalog include:
1. The Marketplace promotes price compliance by allowing users to purchase from supplier-provided catalogs, ensuring adherence to established discounts and agreements. This fosters transparency, fairness, and smooth transactions.

2. With the Marketplace, schools and departments have access to current catalogs, prices and content, ensuring informed purchasing decisions based on the latest information available. This minimizes errors and discrepancies.

3. Bid awarded vendors are required to furnish catalogs to the Purchasing Department, facilitating thorough item review by Purchasing Agents before marketplace inclusion. Agents verify item eligibility and pricing alignment with our bids, streamlining the ERP processes to bypass manual reviews of requisitions and transmit purchase orders directly to the suppliers.

4. The marketplace streamlines the approval process by integrating front-end approvals on requisitions. This ensures that all purchases are authorized and align with our contracts, organizational policies, and procedures thereby improving accountability and control.

5. By offering a user-friendly interface and efficient features, the Marketplace boosts overall shopping efficiency. Schools and departments can swiftly browse catalogs, place orders, and manage transactions, conserving time and resources for both buyers and suppliers, as well as school and department staff.

Availability of the Marketplace for schools and departments to make small dollar purchases reaffirms our decision to integrate it into our business model.

-	Marketplace PO Count	Marketplace PO Amount	Buyer PO Count	Buyer PO Amount
FY21	22,065	$ 51,040,867.46	6,913	$ 281,242,959.79
FY22	26,741	$ 16,041,913.66	7,912	$ 376,375,598.81
FY23	29,687	$ 23,935,948.89	8,951	$ 397,119,665.86
Totals	78,493	$ 91,018,730.01	23,776	$ 1,054,738,224.46

In summary, the marketplace, featuring the suppliers shown below, provides the District with a comprehensive solution for purchasing goods, fostering compliance, with accuracy and efficiency throughout the procurement process.

Shop by Supplier

All Suppliers

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Apple	AVI-SPL LLC	Camcor Inc	Carolina Biological ...	CCS	Connection
FASTENAL COMP...	Fisher Science	HP Inc	Ink and Toner	Kaplan	LAKESHORE LEA...
LASER CONNECT...	ODP Business Solu...	OfficePal	Sargent Welch	Scholastic	School Specialty
Smileys Audio Visual	South Florida Janit...	Staples	Supply Warehouse	Varsity Brands dba ...	Wards Science
WORLD WIDE TE...					

1. Click on **eProcurement**

2. Click on **Requisition**
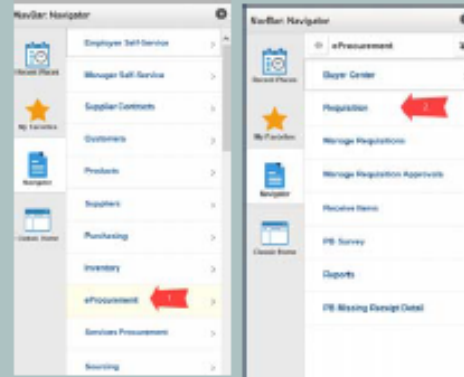
3. Click on **SDPBC Market Place Catalog**

4. Type the item you are looking for in the Search Field and click the search icon
Please note: there are many ways to search for items. Please watch the instructional videos located in the marketplace for detailed instructions.
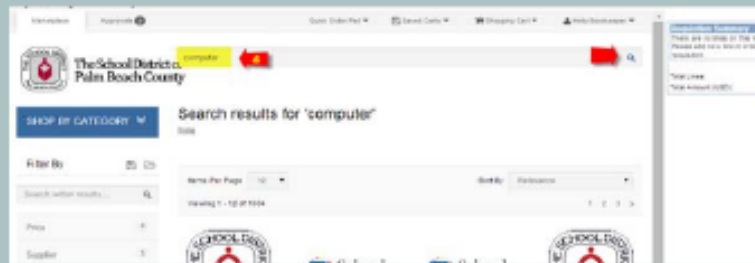
5. Find the item you want and click on **Add to Cart.**
This will automatically add a quantity of 1 to your cart. You are able to change the quantity later in the requisition process. Go to step 7.
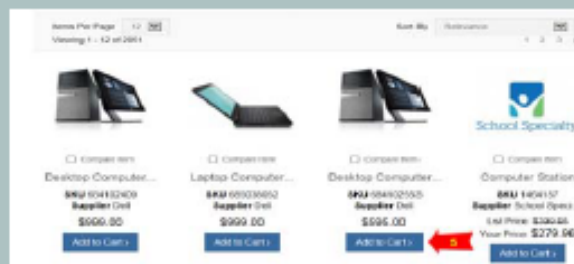
6. If you would like more detail on the item, you can move your cursor over the picture and click on **Quick View.** Change the quantity. **Click Add to Cart.**

   Repeat steps 4-6 until you have everything you want in your cart. It is best to have only 1 vendor per requisition.

7. Click on **Shopping Cart** to see everything currently in your...

8. Click **View All Items In Cart >**

Before submitting, you may change quantities or delete item... quantity, just type the new quantity in and hit enter.

9. Click on **Transfer** to send items to PeopleSoft.

You may now fund and finalize the requisition process.

Directions for funding and finishing the requisition process can be found on the Job Aid titled *Funding and Finalizing a Requisition*