



LCPS PROCUREMENT 101

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PROCUREMENT DEFINED

- The formal, official process of purchasing and obtaining materials, supplies, equipment, or services especially in the context of business or government.
- Governments often have special departments and laws for procurement, usually with very strict procedures for how purchases can be made, and things can be acquired. These rules are intended to ensure that the process doesn't become corrupted by bribes, kickbacks, and favoritism.

WHAT LCPS PURCHASING DEPARTMENT DOES

- To serve and support all departments and schools with their goods and services needs
- Implement, interpret, and enforce New Mexico Chapter 13 Public Purchases, NMAC, FAR, LCPS Purchasing Procedures, and other federal, state, and local procurement related regulations
- Maximize the purchasing power of LCPS funds.
- Provide safeguards for maintaining a procurement process of quality and integrity.

MY VISION FOR LCPS PURCHASING

- Provide better customer service – This is our most important mission - Provide procurement solutions and detailed guidance through Standard Operational Procedures
- Shorter turnaround time on purchase orders – “48 Hours Rule”
- 100% compliance to the code – Provide internal training
- Better sourcing practice – National procurement database for benchmarking, cooperative contract for volume discount, and better negotiation process
- Protect the best interests of the district – Performance contracting and requesting insurance endorsements

OUTLINE

- Vendor Registration Process
- Purchase Order Thresholds
- RFP and ITB
- State/Cooperative Contracts
- Purchases Using Federal Funds
- After the Fact Purchase Orders
- Change Orders

VENDOR REGISTRATION

- Are they currently a vendor?
- If not, vendor will need to register online at Vendor Registry.
 - <https://vrapp.vendorregistry.com/Vendor/Register/Index/las-cruces-public-school-district-purchasing-nm-vendor-registration>
- Once a vendor completes registration, a notification will be sent to our Procurement Technician.
- Our office must receive a notification from the school/department stating that they would like a vendor entered into our internal visions system.



PURCHASE ORDER THRESHOLDS

- \$0.00-\$5,000.00: Schools/Departments are the control agents.
 - Should still be performing due diligence by requesting quotes for best pricing.
 - Please don't split purchases up to circumvent system.
- \$5,000.01+ : Purchasing Department must follow procurement code and justify purchases.
 - Purchases up to \$20,000 can be justified by attaching 3 quotes to your purchase requisition, or via cooperative contract.
 - Any purchases above \$20,000 can be justified using certain cooperative contracts, going out for formal RFP/ITB, or through other 13-1-98 exemptions.

RFP AND ITB

- RFP: Request For Proposal – Qualification based formal competitive solicitation process
- ITB: Invitation To Bid – Cost based formal competitive solicitation process
- Steps: Drafting – Advertising – Compliance – Evaluation – Negotiation – Contracting
- During the competitive solicitation process, all documents obtained shall remain confidential and the evaluators shall be free from any outside influences. After procurement process completed, all documents are public records and subject to IPRA.

COOPERATIVES IN USE

- New Mexico State Wide Pricing Agreements Contracts: https://www.generalservices.state.nm.us/statepurchasing/statewide_price_agreements.aspx
 - CES Contracts: <https://www.ces.org/check-out-the-new-online-bluebook/>
 - Buyboard Contracts: <https://www.buyboard.com/home.aspx>
 - Sourcewell Contracts: <https://www.sourcewell-mn.gov/>
 - OMNIA Contracts: <https://www.omniapartners.com/publicsector>
 - IGPA Contracts: <https://lgpa.org/>
 - Choice Partners Contract: <https://www.choicepartners.org/member-login>
 - Region 19 Allied States Cooperative Contracts: <http://www.alliedstatescooperative.com/contracts.php>
 - National Cooperative Purchasing Alliance Contracts: <https://www.ncpa.us/>
 - Interlocal Purchasing System Contracts: <https://www.tips-usa.com/vlist.cfm>
- Cooperative Contracts are mostly used for tangible goods for volume discount.

PURCHASES USING FEDERAL FUNDS

- Additional forms required when making purchases with federal funds:
 - Debarment Form (\$5,000.01+)
 - Campaign Contribution Form (\$5,000.01+)
- Cooperative Contracts must meet certain Federal Guidelines in order to be compliant.
- No in state preference points can be applied to federal funds related procurements.
- Procurement with federal funding requires compliance with not only federal, but also, State and Local guidelines.

AFTER THE FACT PURCHASE ORDERS

- A purchase order must be in place BEFORE receiving any products or services.
- Any purchase order completed after receiving product is considered an after the fact purchase order and is subject to an audit finding if not justified.
 - EX: School fundraisers. A purchase order must be put in place before receiving any product. This purchase order can be for an estimated amount. A change order can be executed once final amount is received.

CHANGE ORDERS

- Fill out the change order request form
- Fill in the increase/decrease/new P.O.Total
- Give a detailed description of the justification
- Control Agent Signature.
- Submit the form to Purchasing Department

QUESTIONS

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