



How to do Business with the Newton County School System

Purchasing Limits

Acquisitions of all goods and services shall be subject to the following limits except when a clear emergency exists or a particular item may be obtained from only one known supply source.

1. Purchases with an estimated value of \$2,500 or less shall be made with least expense to the Board. Purchases should be determined in light of the best interests of the school district and of the taxpayers of Newton County.
2. Purchases with an estimated value greater than \$2,500 but equal to or less than \$10,000 shall be made on the basis of at least two or more verbal quotations, if obtainable.
3. Purchases with an estimated value greater than \$10,000 but equal to or less than \$25,000 shall be made on the basis of at least two written quotations, if obtainable.
4. All purchases and contracts for goods and services with an estimated value greater than \$25,000 must be approved by the Board and shall be awarded through a written competitive sealed bid process to the lowest responsible bidder or through a competitive request for proposal where the best value may be selected. Other competitively bid contracts such as those managed by the State of Georgia or cooperative purchasing alliances fulfill these criteria.

General Purchasing Guidelines

1. Vendor Relationships. No purchase, lease, or contract shall be made when any known relationship by marriage or blood exists between the vendor or its agents and the requesting administrator, purchasing coordinator, business manager, associate superintendent for administrative services, the superintendent, or board members unless the vendor was a current vendor prior to the existing relationship. Law prohibits purchasing from board members or companies where board members have a controlling interest.
2. No-Gift Rule. Employees shall not accept personal gifts, bonuses, refunds, entertainment, or other items of monetary value or a cumulative value greater than \$25 in any one fiscal year from vendors or potential vendors of service(s) or product(s). Violation of this "no-gift rule" by employees shall be reason for adverse employment action against the employee.
3. Contracted Services. All service contractors are required to have worker's compensation insurance documentation on file in the business office prior to a contract being awarded.

Becoming a Supplier

The Newton County School System's Procurement Department appreciates your interest in becoming a supplier. Currently, all solicitations are posted online via our NCCS e-procurement website. In order to

become a supplier you must first register your company on our e-procurement site by following the steps provided below.

First, use this link to access the e-procurement home page:

<https://ncssebid.ionwave.net/Login.aspx>

Next, select "Supplier Registration," and follow the step by step instructions to register your company. You will receive an email notifying you when your account is active (which can take up to 24 hours.) Thereafter, click on the link above, and log-in using the username and password you created during registration to navigate to all active and awarded solicitations.

Additionally, you will receive an automatic email notification of a bid opportunity any time a solicitation is issued which is connected to the code(s) under which you registered your company.

New Products and Services

We are interested in the goods and services you offer. If you would like to discuss your new product or service with a staff member, please contact Dr. Karen Dozier or Daniel Millner using the information provided below. Furthermore, we will help you make the right connections in the proper department to get your good or service before the appropriate decision maker.

Contact Information

If you have any questions, our staff is ready and available to assist you. Please contact us at the following:

Procurement Department main line: (770) 385-6874

Dr. Karen Dozier, Procurement Director - (ext. 2020)

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Daniel Millner, Procurement Specialist - (ext. 2011)

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Carolyn Hill, Procurement Clerk - (ext. 2022)

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Tony Smith, Property and Inventory Assistant - (ext. 2021)

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