



HOW TO DO BUSINESS WITH DYSART UNIFIED SCHOOL DISTRICT

INTRODUCTION

Welcome to the growing team of vendors who would like to serve the Dysart Unified School District (DUSD). The purpose of this information is to acquaint those who wish to sell products or provide services to our District with the purchasing procedures utilized by the District. Familiarity with these procedures will aid in a smooth transaction and prompt payment.

This information is intended as a general guide and may not answer all questions you may have. If you have additional questions, please feel free to contact us.

CONFLICTS OF INTEREST

Relatives

Conflict of interest law prohibits DUSD employees from identifying the need for goods or services from a business for which a relative works. "Relative" is defined as spouse, child, grandchild, parent, grandparent, brother or sister – whole or half blood, and their spouses and parents, or a brother, sister or child of a spouse. Additionally, the DUSD employee is prohibited from selecting the business for goods or services, supervising the work of the business, voting on or approving the award of a contract to the business, and approving invoices for payment.

DUSD employees are required to disclose any potential conflicts of interest on an annual basis. We ask our vendors to disclose any potential conflicts of interest when they register with us.

To avoid any potential conflicts of interest, DUSD does not allow vendors to provide goods or services to campuses where their relative works.

Gifts vs. Donations

DUSD gladly accepts donations that provide an overall benefit to DUSD. These donations are recognized at our public governing board meetings. However, Arizona State Law and DUSD Governing Board Policy prohibit DUSD employees from accepting personal gifts. Please refer to the statements below, and do not offer any item that would be construed as a personal gift to any DUSD employee. Also, do not offer DUSD Contract discounts to DUSD employees for **personal** purchases.

Arizona Revised Statute §38-504.C states: "A public officer or employee shall not use or attempt to use the officer's or employee's official position to secure any valuable thing or valuable benefit for the officer or employee that would not ordinarily accrue to the officer or employee in the performance of the officer's or employee's official duties if the thing or benefit is of such character as to manifest a substantial and improper influence on the officer or employee with respect to the officer's or employee's duties."

DUSD Governing Board Policy 7.3 states: "No employee of the District will accept gifts from any person, group, or entity doing, or desiring to do, business with the District."

Per State law, penalties for violations of these provisions range from a class 1 misdemeanor to a class 6 felony for both the district employee and the vendor.

THE PURCHASING PROCESS

Purchase Orders

Purchases for DUSD are authorized only by a Purchase Order signed by the Purchasing Administrator. Vendors should not accept or deliver orders for products or services without an authorized Purchase Order. DUSD will not be held responsible for products or services delivered without a PO in place.

Price increases or substitution of items without prior approval from the Purchasing Department is prohibited. PO's are only authorized for the total amount stated on the PO. Verbal changes are unauthorized.

All Purchase Orders are governed by Terms, Conditions and Instructions located at <https://www.dysart.org/Sites/default.aspx?pgid=71>

Deliveries

All deliveries should be made to the DUSD Warehouse located at 10928 N 136th Ave, Surprise, Arizona 85379. Deliveries should not be made directly to school locations, unless indicated on the Purchase Order. All shipments must reference the PO number on the outside of the box. Failure to list the PO number as required may cause refusal of packages. Reshipment shall be at the vendor's own expense. All deliveries should contain a packing slip stating the quantity and description of goods contained in the shipment.

Taxes

Arizona vendors are responsible for collecting and remitting the privilege license tax (City sales tax) of their resident City and the Arizona transaction privilege tax (State sales tax). The District is not tax-exempt. Sales tax added on to invoices from Arizona vendors are paid by the District. The District pays Use Tax on any out-of-state vendors that do not charge a tax on taxable purchases.

Invoices

In accordance with DUSD policy, payment is made after goods are received or services are rendered on Net 30 payment terms. Prepayment is allowed only for specific reasons prescribed by policy. Invoices should be emailed to the DUSD Accounts Payable Department at accounts.payable@dysart.org, or they can be mailed to Dysart Unified School District, 15802 N Parkview Pl, Surprise AZ 85374 Attn: Accounts Payable. Invoices should not be mailed to school or department locations. All invoices must reference the PO number, list the description of goods or services provided, quantity, unit price, and extended price. DUSD makes every effort to process payment for purchases within thirty calendar days after receipt of an invoice, unless a good faith dispute exists regarding the receipt of goods or services.

PROCUREMENT THRESHOLDS & CONTRACTED VENDORS

In an average year, DUSD issues approximately 7,000 Purchase Orders. All purchases involve public money and are therefore subject to Arizona School District Procurement Law. This law governs solicitation procedures based on certain dollar thresholds.

Written Quotations

Once the District reaches \$10,000.00 in expenditures with any given vendor or in any given commodity during the fiscal year, each subsequent purchase must be covered by written price quotations until the District reaches the threshold for bids. Written price quotations must be obtained from at least three (3) vendors.

Formal Solicitations (Invitations for Bid / Requests for Proposal)

The District conducts a formal competitive sealed solicitation for purchases of goods or services that are anticipated to exceed \$100,000.00 with any given vendor or in any given commodity during the fiscal year. DUSD utilizes an online service to maintain our Prospective Bidder's List and to issue formal solicitations. If you are interested in receiving notification of open solicitations, please visit <http://dysart.bonfirehub.com> and follow the steps on the website to register.

Solicitation openings are conducted virtually and are open to the public. After opening, the submittals go through an evaluation process that may include interviews, reference checks, and best and final offers. Factors which may be considered when awarding a solicitation include, but are not limited to: related work experience, references, offered services, payment terms, quality, delivery time, and freight charges.

The bid/proposal process generally takes eight to twelve weeks from issuance of the solicitation to formal contract award. During the evaluation period, vendors should contact the Purchasing Department if there are questions regarding the solicitation. Contacting other District employees regarding the solicitation during the evaluation period may result in disqualification of the submittal.

Contracted Vendors

Vendors that have received an award through one of the formal competitive processes detailed above are considered Contracted Vendors. The District encourages the use of Contracted Vendors before utilization of non-Contracted Vendors. This helps us comply with Arizona School District Procurement Rules, as well as offering the District the benefits of discounted pricing, discounted shipping rates, and contract terms in case an order doesn't go as planned. Contracted Vendors can receive awards from Dysart-issued solicitations, or from one of the cooperative groups listed below.

Cooperative Purchasing

Arizona School District Procurement Rules authorize and govern intergovernmental procurements. Cooperative Purchasing Agreements have been signed with several organizations to reduce administrative duplication to promote "best value" purchasing and to obtain economies of scale. DUSD is a member of and participates in the following purchasing consortiums:

Arizona State Procurement Office (SPO)	Mohave Educational Services Cooperative (MESOC)
OMNIA Partners (OMNIA)	Greater Phoenix Purchasing Consortium of Schools (GPPCS)
Strategic Alliance for Volume Expenditures (S.A.V.E.)	1Government Procurement Alliance (1GPA)

Conclusion

Thank you for taking the time to review this information. Please contact us if you have any questions or concerns that we have not covered. We look forward to conducting business with your company.