

DESTINATION 2025

Pathways to Excellence



Doing Business with Shelby County Schools



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Welcome

Board members:

Teresa Jones

Shante Avant

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Introduction

**Jonathan Lawshe, Interim Director of
Procurement**

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Procurement Services

Andre Woods, Buyer

Jonathan Lawshe, Interim Director

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RFP / Bid Do's and Don'ts

DO

- Organize your proposal – review the request, draft your questions, proofread your work, keep contents labeled as requested
- Be Complete – complete every section, double check
- Be Accurate – Spell check, grammar check
- Be Professional – concise, easy to read, use company logo, no clip art

Don't

- Be flashy-maintain business focus in your proposal; if too casual you may miss the mark
- Assume the reviewers know your company; you should provide enough detail to make the case for why you should be selected
- Be too familiar—even if you have previous business experience with the District show what you do in writing and spell out your areas of expertise.
- Don't assume your company brochure is enough.

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RFP / Bid Pricing Do's and Don'ts

- Do use similar or previous winning bids as reference for your response
- Don't be too creative if the RFP/BID specifies a format, then utilize that format
 - If not clear, then ask for clarification during the open question timeline
- Do use the simple pricing formats to make the cost case
- Don't present Unrealistic Cost/Pricing Scenarios (either too low or too high)
- Do consider pricing strategies that are specific to your bid

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Do

- Check the RFP / BID
 - Address and proposal response return date
 - Addendums
 - Website updates related to RFP/BID
 - Posted question responses
- Answer the questions
- Be Concise!

Don't

- Over-interpret the Scope of Services
 - Ask questions during the open question timeline; your question may clarify process and request of RFP/BID
- Skip over questions or topics if listed in scope
- Forget to include qualification/certifications and relevant references

RFP / Bid Scope of Services Do's and Don'ts

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Facilities

Anthony Wright

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Requirements

- Registered Vendor
- Background Checks
- www.scsk12.org
- Contract or Facility Service Agreement
- Business Licenses
- Insurance
- Bonding
- Expertise
- Good past performance or references

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Master Facilities Services Agreement

Vendor Name: _____

Vendor Address: _____

Description of Services: Minor Facilities Projects (Not Exceeding \$10,000.00)

Vendor hereby agrees that the terms and conditions of Shelby County Schools' purchase order shall govern the provision of the Services and any conflicting terms of Vendor's service order or acknowledgement form shall have no force or effect. A copy of the terms and conditions can be found at <http://www.scsk12.org/uf/procurement/files/2013/Terms%20and%20Conditions%20SCS%20POs.pdf>.

This agreement shall apply to projects authorized in a Shelby County Schools purchase order, up to \$10,000.00. Projects that exceed \$10,000.00 are subject to competitive bids issued by the Shelby County Schools Procurement Department and cannot be awarded under this agreement.

Vendor has a policy of comprehensive liability insurance coverage for personal injury and property damage, including automobile liability coverage, and will provide a certificate of insurance coverage upon request.

This agreement shall remain in effect until terminated by either party upon thirty days' prior written notice to the other party.

Vendor

By: _____

Title: _____

Date: _____

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Opportunities

- Tree Trimming
- Window Glazing
- Window guards
- Earthwork
- Concrete
- Window Guards
- General Construction
- Electrical
- Plumbing
- Mechanical
- Gym Floors
- Fencing
- Roofing
- Restoration
- Playgrounds
- Lockers

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Communication

- www.scsk12.org
- e School Mall
- Drawings and Specifications
- Call and/or email
- Caution: Third Parties
- No work w/o Purchase Order
- Emergencies

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IT Department

Verna Beale, Manager

Robert Brown, Manager

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Introduction

- The Information Technology (IT) Department supports the District's mission by providing technology leadership and integrated support systems and services. IT is committed to providing quality technology solutions and resources to support our teachers and administrators engage our students and assist our business partners in effective business operations across the District. IT provides students and staff with effective tools, resources, business and data systems and infrastructure to manage and support student learning and development. - See more at: <http://www.scsk12.org/uf/webadmin/foundation/it/#sthash.na091mc8.dpuf>

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Agenda

- Introduction
- Service Desk/Data Deployment
- Support Services (Field Tech Support)
- Networking
- Employee Data Integration
- Application Development
- District Technology Standards Policies

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Service Desk-Data Deployment

- Technology support services are provided through the Department of Information Technology Service Desk unit. This support unit is committed to delivering quality customer service experience and technical solutions in support of District technology.
- The Shelby County Schools Technology Service Desk @ 901 416-2700, is available for technical assistance for telephone, hardware, connectivity to Internet, and software problems and is responsible for documentation and the lifecycle of all calls received to resolution.
- System Administrator's oversee maintenance of desktop management toolset and security (SCCM/AD) for desktop/laptop systems.

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Support Services- Field Tech Support

- Provides network, e-mail, hardware, desktop software and peripheral equipment support for teachers, staff and students.
- Receives and responds to routine and critical calls for service and assistance as prescribed in district service level agreements using a Service Management system; provides phone support, accesses systems remotely or visits sites as required.
- Technician oversees assist in the maintenance of desktop management toolset and security for desktop systems (SCCM-AD).
- Troubleshoots problems with equipment and systems; makes adjustments and repairs as necessary and/or works to resolve hardware and software problems.
- Provides network connectivity support for computer endpoints; supports connectivity to district and customer databases; facilitates Information Technology assigned data collection, transfer of customer data and performs backup of customer data.

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Network and Telecommunications Services

- Configures and maintains network equipment and services at all SCS locations
- Provides support for digital phone extensions for all users and analog phone lines for fire panels, alarms, and elevators
- Works closely with service providers to ensure quality and quickly resolve any issues that may arise

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Employee Data Integration

- Provides support for the District ERP System which houses the Financial, HR/Payroll, Procurement and Warehouse data
- Provides support for District Asset Management System

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Application Development

- Provides data integration services for student instructional applications through secure file transfer process by following SCS set standards and protocols.
- To fulfill SCS internal department needs create web applications using SCS approved tools and technologies.

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District Technology Policies

District-Provided Access to Electronic Information, Services and Networks:

- Acceptable Use Policy 4015 for Employees
- Acceptable Use Procedure 4100
- Acceptable Use Policy for Students 6031

<http://www.scsk12.org/uf/policy/>

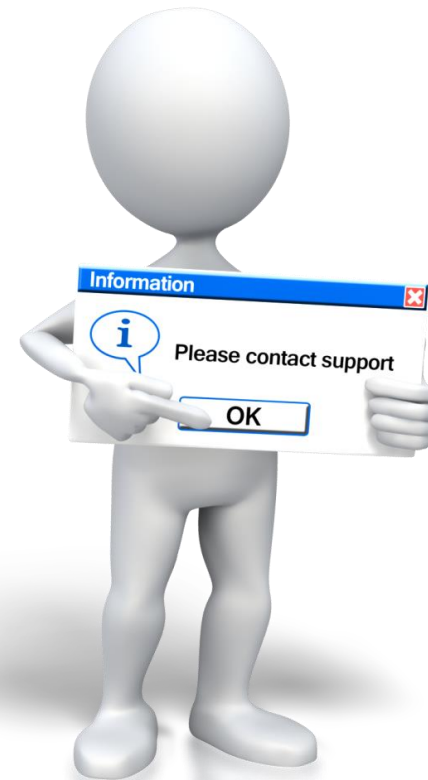
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Need Assistance?

Contact the Service Desk at:
416-2700 or
<http://hd.scsk12.org>



TECHNOLOGY MISSION

Preparing all students for success in learning, leadership and in life.

VISION

Our district will be the premier school district: attracting a diverse student population, effective teachers, leaders, and staff; all committed to excellence.

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Shelby County Schools Division of Nutrition Services

Frank Cook – Interim Director

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AGENDA TOPICS

- Commodities Procured for the Division of Nutrition Services
- Bid Timeline
- Bid Submittal Format
- Bid Process
- Specification Example
- Geographical Preference
- Planning and Procurement Contacts (CNC bids only)

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COMMODITIES PROCURED

- Milk and Refrigerated Juice
- Bread
- Fresh Produce
- Canned & Pouched Fruit and Vegetables
- Frozen, Dry, Spice and Staple Items
- Cafeteria Supplies and Equipment
- Refrigeration and Equipment Repair Services
- Warehouse Equipment

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BID TIMELINE

Note: Dates are subject to change

Category	Final Bid Components (Worksheet, Language) To Buyer	Pre Bid Conference	Sample Submission Deadline	Bid Invitation Published	Bid Opening	Bid Tabulation Completed	Bid Awards Finalized	Results To Procurement Manager For Board Approval Process	Results To Procurement Director For Board Approval Process	Board Work Session	Board Business Session	NOTES	Total Bid Lines	Total Dollars
Commodity Processed Food Bid	12/2/15	12/4/15	12/18/15	12/7/15	1/8/16	1/13/16	1/14/16	1/15/16	1/20/16	1/28/16	2/23/16			
Summer Feeding Commercial Food Bid	1/20/16	1/22/16	2/11/16	1/26/16	2/16/16	2/18/16	2/22/16	2/22/16	2/24/16	3/3/16	3/29/16			
Summer Feeding Supplies Bid	1/20/16	1/22/16	2/11/16	1/26/16	2/16/16	2/18/16	2/19/16	2/22/16	2/24/16	3/3/16	3/29/16			
Direct From The Manufacturer Bid	2/8/16	2/10/16	2/29/16	2/12/16	3/11/16	3/16/16	3/17/16	3/18/16	3/21/16	3/31/16	4/26/16			
Summer Feeding Produce Bid	2/22/16	2/24/16	N/A	2/26/16	3/14/16	3/16/16	3/17/16	3/18/16	3/21/16	3/31/16	4/26/16			
Bread Requirements Bid	3/15/16	3/18/16	4/4/15	3/28/16	4/11/16	4/13/16	4/14/16	4/25/16	4/27/16	5/5/16	5/31/16			
Milk & Refrigerated Juice Bid	3/15/16	3/18/16	4/4/15	3/28/16	4/11/16	4/13/16	4/14/16	4/25/16	4/27/16	5/5/16	5/31/16			
Cafeteria Supplies Bid	3/29/16	3/30/16	4/13/16	4/1/16	4/20/16	4/21/16	4/22/16	4/25/16	4/27/16	5/5/16	5/31/16			

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BID SUBMITTAL FORMAT

- **Mailout (Email)**
 - Fresh Produce and All Other Food Bids

- **ESchool Mall**
 - Cafeteria Supplies & Equipment Bids

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BID PROCESS

- **Pre-Bid Conference** (if necessary)
- **Invitation to Bid is Published**
 - Commodity, Direct and Commercial Bids (30 days)
 - All other Bids (10 days)
- **Bid Samples Submission**
 - Less than three (3) approved brands
 - Typically vendor has 1-2 weeks to deliver samples from the bid publish date
 - Vendor notified if their brand has been approved or not
- **Open and Tabulate Bid**
 - Tabulation uploaded on Procurement Services Website
- **Award Notice**
 - Letter of Intent to Award Emailed to all Bidders
 - Board Approval for **all** Bids/Projects over \$100,000

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SPECIFICATION EXAMPLE

(3 or more approved brands)

Stock Number	Description	Approved Brands (Manufacturer's Product Code)
Column 1	Column 2	Column 3
1152	Fruit Cocktail, Canned - Packed to U.S. Grade B standards or better. Contains peaches, pears, grapes, pineapple and cherries in light syrup or juice. Packed: 6/#10 cans/case. Minimum Drained Weight: 72 oz. Ship Lot: 952	Port Royal Premium (19211-53310) Seneca (22266) Del Monte (14284) Sysco Classic (2183368)

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SPECIFICATION EXAMPLE

(2 or fewer approved brands)

Stock Number	Description	Approved Brands (Manufacturer's Product Code)
Column 1	Column 2	Column 3
1526	<p>Smoky Links Hickory Smoke Flavored Sausage Each serving must equal 3 links, and provide 1oz meat/meat alternate per the child nutrition program standards. CN label or crediting statement required.</p> <p>Approximately 48-52/lb. per 12-lb. case.</p> <p>Ship Lot 200 cases</p>	Sara Lee (23268)

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GEORGRAPHICAL PREFERENCE

- Shelby County Board of Education has adopted the 2008 Farm Bill as directed by the Secretary of Agriculture
- The Bill encourages schools to purchase minimally processed locally grown and raised agricultural products “to the maximum extent practicable and appropriate.” SCBE defines “local” as grown or raised within the State of Tennessee’s borders or within a 260 mile geographical radius from the Central Nutrition Center
- Geographical preference of 5% will be given to the lowest responsive and responsible bidder for bid evaluation purposes only

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FRESH PRODUCE BID EXAMPLE

(Local Preference)

Stock Number	12 Week Quantity	Unit of Measurement	Description	Vendor	Terms	Brand	Product Code	Pack Size	Percent Eligible For Local Preference	Cost per Unit	Extended Total Cost	Preference Weighted Discount	Preference Weighted Bid Amount
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
1709	1500	Case	APPLES, GALA - SMOOTH, FIRM, FRESH SKIN. WELL COLORED, NO DISCOLORATION OR BRUISES. APPROXIMATELY PACKED 125 - 138 COUNT OR 40 POUND CASE.	M. Palazola Produce	Net 14 Days	Borton	0046250	40#	25.00%	\$26.5000	\$39,750.00	\$496.88	\$39,253.13
1709	1500	Case	APPLES, GALA - SMOOTH, FIRM, FRESH SKIN. WELL COLORED, NO DISCOLORATION OR BRUISES. APPROXIMATELY PACKED 125 - 138 COUNT OR 40 POUND CASE.	Mc Cartney Produce Company	Net 30 Days	Taylor Farms	2948	40#	0.00%	\$26.9500	\$40,425.00	\$0.00	\$40,425.00

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PLANNING & PROCUREMENT CONTACTS

Division of Nutrition Services (CNC)
3176 Jackson Avenue
Memphis, TN 38112
(901) 416-5550

Jason Pipkin – Planning and Procurement Manager
Email: pipkinj@scsk12.org; Office: (901) 416-0064

LaJuanna Jones-Sulton – Nutrition Services Analyst
Email: jonessultonlm@scsk12.org; Office: (901) 416-3508

Victoria Locklyn – Buyer
Email: locklynve@scsk12.org; Office: (901) 416-5401

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Procurement Website Navigation

Deborah Aleman

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Click on
Schools to
find phone
numbers of
school

The screenshot shows a web browser window with the URL www.scsk12.org/uf/webadmin/foundation/. The page header features the Shelby County Schools logo and the text "Shelby County Schools". Below the header is a navigation menu with links for HOME, SCHOOLS, STUDENTS & PARENTS, EMPLOYEES, and CAREERS. A search bar labeled "Search SCS" is also present. The main content area features a large banner for "SCS TEACHERS ROCK!" with the SCS logo integrated into the word "ROCK!". Below this, it says "TEACHER APPRECIATION CELEBRATION AT MALCO THEATERS" and "CLICK HERE TO REGISTER". The banner includes an image of a clapperboard and film reels. On the left side of the banner, there are social media icons for Facebook, Twitter, and Google+, along with an email icon. At the bottom of the page, there is a row of smaller promotional banners for various events and programs, including "GRADUATING COLLEGE READY 2025" and "HAPPY HOLIDAYS". The URL <http://scsteachersrockmovieday.eventbrite.com> is visible at the bottom left of the page.

Scroll down
to View Site
Directory to
find
Department
phone
numbers

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www.scsk12.org/uf/webadmin/found

HOME SCHOOLS STUDENTS & PARENTS

- ABOUT SCS
- PARENT WELCOME CENTER

READY: NEW STATE STANDARDS & TESTING

ESTINATION 2025

TUDENT REGISTRATION

SCHOOLS

BREAKFAST & LUNCH MENUS

TRANSPORTATION

SUPERINTENDENT & CABINET

SCHOOL BOARD & POLICY

2015-16 PROPOSED DISTRICT BUDGET

DOING BUSINESS WITH SCS

VOLUNTEER OPPORTUNITIES

+ VIEW SITE DIRECTORY

www.scsk12.org/uf/webadmin/foundation/procurement/db.php?PID=

SCROLL DOWN TO FIND IT FAST >
DOING BUSINESS WITH SCS

www.scsk12.org/uf/webadmin/foundation/procurement/db.php?PID=282



Shelby County Schools

Select Language

HOME SCHOOLS STUDENTS & PARENTS EMPLOYEES CAREERS

Search SCS



Text Size A A Print

MENU

- Home
- Bids & RFPs
- Bid Tabulations
- RFP Awards
- Doing Business with SCS
- Terms and Conditions of POs
- Manager and Employee Resources
- Pricing Catalogs
- Staff

HOME > BUSINESS OPERATIONS > PROCUREMENT > DOING BUSINESS WITH SCS

DOING BUSINESS WITH SCS

Procurement Opportunity Forecast

The Shelby County Schools Procurement Opportunity Forecast represents a list of proposed procurements through June 2015, by SCS' major buying activities. The opportunities and estimated value, sorted by National Institute of Government Purchasing (NIGP) Commodity Class Codes, represents an estimate of anticipated spend for the NIGP class codes listed. This list is not an exhaustive list of all anticipated single purchases made by SCS, but represents projected spend by major categories for the balance of the fiscal year.

We hope this forecast will assist potential vendors in doing business with Shelby County Schools by providing advanced notice of SCS' procurement plan and contract opportunities. SCS's Forecast is provided below in pdf format:

The procurements described in this forecast are expected to be solicited by June 2015, based on the information available at the time of this publication.

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← → ↻ www.scsk12.org/uf/webadmin/foundation/procurement/db?PID=282

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CONTACT INFO
160 South Hollywood Street, C-126
Memphis, TN 38112
Phone: ☎ 901-416-5376
Fax: 📠 901-416-5325
✉ ProcurementServices@scsk12.org

DOING BUSINESS WITH SCS

Procurement Opportunity Forecast

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Forecast Disclaimer: The SCS Procurement Forecast is for informational and planning purposes only, does not represent as an all-inclusive list of SCS procurement opportunities, does not represent a pre-solicitation synopsis, does not constitute an invitation for bid or request for proposal, and is not a commitment by the district to purchase the products or services noted. The Forecast does not constitute a legal or binding agreement between SCS, vendors, or third parties. Official contract awards, modifications, extensions, or solicitations are published on the Shelby County Schools Procurement Services webpage: www.scsk12.org/uf/procurement/.

Vendor Registration

- 📄 Vendor Registration Form
- 📄 Instructions on How to Complete W9
- 📄 Background Requirements

eSchoolMall (Online Bidding) Registration

Additional Information

[Bids and RFPs](#) [Bid Tabulations](#) [RFP Awards](#)

[Terms and Conditions of Purchase Orders](#)

Register with eSchoolMall to submit bids electronically



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www.scsk12.org/uf/webadmin/foundation/procurement/bids?PID=252

Shelby County Schools Select Language

HOME SCHOOLS STUDENTS & PARENTS EMPLOYEES CAREERS Search SCS

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160 South Hollywood Street, C-126
Memphis, TN 38112
Phone: 901-416-5376
Fax: 901-416-5325
ProcurementServices@scsk12.org

» BUSINESS OPERATIONS » PROCUREMENT » BIDS & RFPS

BIDS & RFPS

Bids, RFPs & Reverse Auctions

Note: Vendors must be registered with eSchoolMall to participate. If you are registered and did not receive notification of a bid, please contact our office at (901) 416-5376.

Search bids SELECT YEAR Search Bids

2015 Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Bid #2064 Exceptional Children Word Series Books
Bid DEADLINE DATE/TIME: DECEMBER 18, 15 8:00 AM CST 2015

Bid #2062 Exceptional Children Early Literacy Books
Bid DEADLINE DATE/TIME: DECEMBER 18, 15 8:00 AM CST 2015

Bid #121515 Produce-Fresh Fruit And Vegetables Bid II Local Preference (3rd Qtr Feb - May 2016)
Bid DEADLINE DATE/TIME: DECEMBER 15, 15 11:00 AM CST 2015
Bid Attached Produce-Local Preference Bid II (3rd Qtr Feb-May 2016) Bid Worksheet

Bid # Rfq-Manufacturing Engineering Services For Cnc Central Kitchen
RFQ DEADLINE DATE/TIME: DECEMBER 15, 15 2:00 PM CST 2015
RFQ Attached Q & A-Manufacturing Engineering Services For CNC Central Kitchen

Bid #2060 Cnc Bid For Kettle/Steamer System For Chickasaw Md Cafeteria
Bid DEADLINE DATE/TIME: DECEMBER 14, 15 11:00 AM CST 2015

Bid #2061 Carpentry Supplies - Maintenance Warehouse
Bid DEADLINE DATE/TIME: DECEMBER 14, 15 10:30 AM CST 2015

Bid #2057 -Combi Oven-Central Nutrition Center
Bid DEADLINE DATE/TIME: DECEMBER 14, 15 11:00 AM CST 2015

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www.scsk12.org/uf/webadmin/foundation/procurement/tabulations?PID=251

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ProcurementServices@scsk12.org

» BUSINESS OPERATIONS » PROCUREMENT » BID TABULATIONS

BID TABULATIONS

These bid tabulations are for Information Purposes Only. Bid Awards will be contingent upon evaluation by Staff and End Users. Bid Awards are made by Shelby County Schools Purchase Order Only. Download the latest adobe reader if you are not able to view files online.

Search by name, month or year **Search Bids**

	Bid Tabulations	Date
VIEW	#120215A - Produce-Fresh Fruits And Vegetables Central Kitchen (3rd Qtr Feb - May 2016)	December 2015
VIEW	#2057-Combi Oven-Central Nutrition Center	December 2015
VIEW	#120215B- Produce- Fresh Fruit And Vegetables Direct To Schools And FFVP (3rd Qtr Feb - May 2016)	December 2015
VIEW	#111315-2015-2016 SY Canned & Pouched Fruit and Vegetables II Bid	November 2015
VIEW	#2035 - Painting @ Carver HS (WPam-610169)	October 2015
VIEW	#2026 - Boiler Replacement @ Sea-Isle (WPam-608299)	October 2015
VIEW	#2030 - Exterior Door Replacement @ Springdale ES (WPam-609877)	October 2015

1 2 3 4 5 All Page 1 of 5

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www.scsk12.org/uf/webadmin/foundation/procurement/awards?PID=273

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✉ ProcurementServices@scsk12.org

» BUSINESS OPERATIONS » PROCUREMENT » RFP AWARDS

RFP AWARDS

RFP Awards	Date
VIEW RFP - Cancellation Notification for Budget Development Software	July
VIEW RFP Award for FM Radio Transmitter	August
VIEW RFP-Credit Recovery & Intervention System Award Announcement	July
VIEW RFQ - School Activity Funds Accounting Auditing Services	August
VIEW RFP - Onsite Medical Services	July
VIEW RFP- Automated Biometric Time and Attendance System	June
VIEW RFP AWARD FOR WASTE COLLECTION SERVICES	June
VIEW RFP Award for Administration of Healthcare Services	April
VIEW CNC - Automated Muffin Production System RFP Cancelled	February
VIEW CNC - Automated Muffin Production System	February
VIEW RFP: Provision of Head Start Services	June
VIEW Nursing Services- 42 Registered Nurses	June
VIEW RFP: Learning Device with Digital Curriculum	April
VIEW RFP: Learning Management System	January
VIEW Underground Storage Tanks RFP CANCELLED	September
VIEW Transportation RFP Cancelled	May

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Before you do business with SCS . . .

- Register as a vendor
- Complete fingerprinting and background check (if entering school grounds and/or coming in contact with children)
- If for photography or fund raising, please complete your approval process with Internal Audit
- Verify with site clerical they have a requisition/PO begun and researched if a contract is required

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- Fingerprinting** 901.416.5388
Make appointment after you have your ID
- Internal Audit** 901.416.5436
For photography or fund raisers
- Accounts Payable** 901.416.5407
Billing concerns and payment status
- Contract Services** 901.416.1143
Contracts required for services provided on SCS's property

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- **Constantly** monitor our website for updated Bids/RFP information
- If you don't see an award or tabulation, the item is still under review
- If you didn't receive an email invitation from eSchoolMall, email procurementservices@scsk12.org requesting an invitation
- Typically, RFPs PDFs can be downloaded off of our site

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- Email is the best method to receive POs (please keep your email updated)
- Any changes on the PO, contact the person in the Deliver to box
- If you cannot open the PO, please review your browser (it may have upgraded); you're welcome to contact procurementservices@scsk12.org to have it resent while your reviewing your browser

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THANK YOU

PLEASE VISIT BOOTHS FOR QUESTIONS...

Be sure to follow us on Twitter: [@SCS_Bids_RFPs](https://twitter.com/SCS_Bids_RFPs)