



# PURCHASING BUYLINE

## THE PROCUREMENT SERVICES NEWSLETTER

March 2025

The Purchasing Buyline is a newsletter published by the CCSD Procurement Services Department which includes updated info., new info. and helpful reminders related to the District's purchasing activities and guidelines. Please take a moment to read this information and pass it along to others so that you and your staff will remain "in the know" on all things purchasing! We encourage you to be **green**...read it on your screen!

### Tips for a Successful Requisition

The following tips are reminders to assist you when entering requisitions to avoid delays in the approval process.

**Bid Number:** It is very important to include the correct bid number on all requisitions, regardless of the dollar amount. It is always required for purchases over \$9,999.99 unless the expenditure falls under one of the exceptions to full and open competition. It is also important to include the bid number for purchases under \$10,000 so proper spending information can be captured for all contracts.

**Correct Review Code:** When there are circumstances where full and open competition is not in the district's best interest and the dollar amount exceeds \$9999.99 the correct review code must be added to the requisition (see Purchasing Regulations, Section VII for additional information). Click the drop-down arrow next to the "Review" field to select the correct code.

**Documentation:** Attach all applicable documentation to your requisition in Tyler Content Management (TCM), i.e. quotes, invoice, justifications, or other related documents related to the purchase.

**Vendor:** Having the proper Munis vendor number is crucial in order for the vendor to receive the purchase order and get paid without delays in receiving the goods or service being requested.

**Buyer:** Be sure the correct "Buyer" name is entered on the requisition, do not leave this blank. That name should be the person who is entering the requisition not one of the buyers in Procurement Services.

Any questions regarding any of these tips or entering a requisition, please contact Procurement Services.

### PROCUREMENT EXCELLENCE



Pictured from starting from the left, back row: Board Members: David Banks, David Chastain, Leroy Tre' Hutchins, Becky Saylor, Superintendent Chris Ragsdale, Board Members: Randy Scamhorn, Nichelle Davis, Brad Wheeler. Front row: Buyer Lyn Vermilya; Senior Buyer Debbie Mosher, Buyer Stephaine Runge; Purchasing Agent Wendy Bell; Director Barbara Bates, Assistant Director Gary Blount, Buyer Kristy Hadaway, Purchasing Agent Daphne Farley, Buyer Lori Franji.

The Board recognized Procurement Services for receiving the 2024 Achievement of Excellence in Procurement Award (AEP) and the Quality Public Procurement Departments (QPPD) Award from the National Institute for Public Procurement. This is the twentieth consecutive year that Procurement Services has received the AEP award and the eighth consecutive three-year certifications for the QPPD award. Currently, CCSD is one of 11 agencies in Georgia and one of 25 school districts in the United States and Canada to receive the AEP award and one of 3 agencies in Georgia along with 1 of 6 school districts nationwide currently accredited with the QPPD award.

### Certification Recognitions

Purchasing Agent Wendy Bell recently obtained her NIGP-CPP certification and Purchasing Agent Daphne Farley renewed her NIGP-CPP certification from the National Institute of Governmental Purchasing. This is a competency-based certification for procurement leaders and is highly regarded within the public procurement field. We congratulate Wendy and Daphne on this great accomplishment!

### National Procurement Month

March is National Procurement Month which is a time dedicated to recognizing the important role procurement professionals play in ensuring that organizations, and governments acquire the necessary goods and services effectively and efficiently. This month highlights the critical work done by procurement services, ranging from sourcing products to negotiating contracts and managing vendor relationships. This recognition helps to raise awareness about the value of good procurement practices, promote innovation, which contributes in the procurement field, which all contributes to the overall success of the CCSD Procurement Services.



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## Walmart Business

Procurement Services, through the Omnia Partners (15-02) purchasing cooperative contract now has a CCSD account with Walmart Business. Currently the account is open only for bookkeepers at each school, and is by invitation only. Some of the benefits with the CCSD Walmart Business account are that there is no membership fee, no minimum order for free delivery, the option of in-store or curbside pick-up for those last minute items for a school function, and all items purchased through the online Walmart Business account are tax-exempt. Keep in mind that the CCSD Walmart Business account is different from the Walmart Plus, that is offered to the general public. Any Walmart Plus account your school is using has a membership fee, and items are not tax exempt. Many of the benefits under Walmart Plus are available with the CCSD Walmart Business account. Any questions related to the CCSS Walmart Business account, please reach out to Lyn Vermilya in Procurement Services.



## Custodial Services

As a reminder, the District has options when it comes to assisting your school with custodial services. The Supplemental Custodial Services contract (P24113) is available district wide on the Cobb Market Place which has six different vendors to choose from, as well as Qualified Staffing/QSS Ashton LLC under the contract, Staffing Services for Temporary Operational Support Positions (P4022). Any questions regarding either of these contracts, please reach out to Wendy Bell or Jeanette Gray in Procurement Services.

## Procurement Staff

**Director: Barbara Bates**

**Assistant Director: Gary Blount**

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## New Employee Spotlight

Christie Allen was hired into the Procurement Services Department as a Senior Buyer in June 2024. She holds a Master of Business Administration degree with a concentration in Project Management from Louisiana State University and is a Certified Professional Public Buyer (CPPB). Most recently, Christie was a Purchasing Agent for the Atlanta Public Schools. Her prior experience was in retail purchasing at Macy's, Floor & Décor, and Stage Stores. Christie is excited for the challenges her job will bring. Christie is a great asset to Procurement Services with her experience, and her great personality.





## Keeping Vendor Relations Ethical

There may be a time throughout your workday that you are either talking with a vendor on the phone, or having an inperson conversation with them in your office or school. During that conversation or meeting with a vendor, you want to make sure you keep your interaction both ethical and professional, as you represent the District, and their main goal is to solicit a product or service. The following are some reminders on keeping that interaction ethical and minimizing the risk of liability for yourself, your school, or the District as a whole.

- ♦ **Redirect Questions to Procurement Services:** Always direct vendors to Procurement Services for any questions about solicitations or bids. This ensures that the procurement process remains unbiased and transparent.
- ♦ **Avoid Casual Meetings:** Refrain from having casual or private meetings, like lunch or conversations after a pre-bid meeting, as they could create the wrong impression or raise concerns about favoritism.
- ♦ **Maintain Professional Boundaries:** While building good relationships with vendors is important, it's essential to keep interactions professional and avoid becoming too personal or showing any improper displays of affection. This helps maintain clear boundaries and reduces the risk of any inappropriate perceptions.
- ♦ **Disclose Personal Relationships:** If you have a personal relationship with a vendor (e.g., family or friends), it's crucial to disclose it. If possible, step back from any decision-making or involvement in transactions related to that vendor to avoid conflicts of interest.
- ♦ **Avoid Business with Friends/Family:** A golden rule is to avoid business dealings with close friends or family. This minimizes potential conflicts and ensures objectivity in procurement decisions.
- ♦ **Gifts:** According to the Code of Ethics, staff should not accept gifts or gratuities that could influence purchasing decisions. "Nominal" gifts such as pens, notepads, or refreshments for business meetings are generally acceptable, but anything of monetary value (like a gift card) should be donated. A good rule of thumb is to not accept any gifts, regardless of value, except for these nominal items.

Any questions regarding the information stated above, feel free to reach out to any of the amazing staff members in Procurement Services.

