

PURCHASING BUYLINE

THE PROCUREMENT SERVICES NEWSLETTER

Single Sign On

Procurement and Technology Services is working with a couple of the District's online vendors on a Single Sign On (SSO) solution for ordering products on the vendors' websites. Currently SSO is being used district-wide on the Amazon Business platform. SSO is by invite only from Amazon, and they will use staff CCSD email to log in to the account. The benefits of SSO are: faster sign on because no password is required (no more worries of forgotten or mistyping your password). It is also more secure as the log in information cannot be shared, accounts can only be accessed from a CCSD device, work accounts are less likely to be used for personal purchases and when a CCSD email is deactivated the account can no longer be used.

In January, ODP Business Solutions will transition to SSO district-wide. Directions for ODP SSO will be shared with staff prior to its release. The benefits of SSO are similar to those of Amazon Business, such as no password requirement, preservation of school purchasing history, teacher/staff login will go away and there will be one link to share carts with the bookkeeper.

Perimeter Office Products will currently remain the same, but they are reviewing their system to determine whether it is SSO capable.

PROCUREMENT PERFECTION!



Pictured from starting from the left, back row: Board Members: Randy Scamihorn, Becky Sayler, John Cristadoro, Superintendent Chris Ragsdale, Board Members: David Chastain, Nichelle Davis, Brad Wheeler. Front row starting from the left: Senior Executive Director Jill Vestal, Senior Buyer Christie Allen, Purchasing Agent Daphne Farley, Buyer Lori Franji, Senior Buyer Debbie Mosher, Buyer Kristy Hadaway, Director Barbara Bates, Assistant Director Gary Blount.

The Board recognized Procurement Services for receiving the 2025 Achievement of Excellence in Procurement Award (AEP) the National Procurement Institute. This is the twenty-first consecutive year that Procurement Services has received the AEP award. Currently, CCSD is one of 14 agencies in Georgia and one of 26 school districts in the United States and Canada to receive the AEP award.

Certification Recognitions

Buyers Lori Franji and Kristy Hadaway recently obtained their Certified Professional Public Buyer (CPPB) from the Universal Public Procurement Certification Council. Senior Buyer, Christie Allen obtained the NIGP-CPP (NIGP Certified Procurement Professional) from NIGP. These certifications signifies a mastery of public purchasing principles and knowledge. Earning this certification requires meeting specific education, experience and training, along with passing a comprehensive written exam. We congratulate Christie, Lori and Kristy on this great accomplishment!



Classified Employee of The Year

Congratulations to Procurement's very own Purchasing Agent, Wendy Bell, for being selected as the Classified Employee of the Year for the Operations Division!

Procurement Services is extremely proud of Wendy and the outstanding customer service she consistently provides to the SPLOST department, as well as to the many departments and schools she supports across the district.

Wendy's journey from her early days as secretary at Ford Elementary, to joining Procurement Services as a buyer, and now excelling in her role as a Purchasing Agent highlights her dedication, professionalism, and exceptional work ethic. As stated by one staff member, "Wendy consistently goes above and beyond, demonstrating dedication, excellence, and professionalism, making her a true asset and role model".

Please join us in celebrating Wendy for this well-deserved recognition!



Procurement Staff

Barbara Bates, Director

Gary Blount, Assistant Director

Phone 770-590-4524

Wendy Bell --- Purchasing Agent --- 770-426-3333 --- Wendy.Bell@cobbk12.org

Daphne Farley --- Purchasing Agent --- 770-429-5870 --- Daphne.Farley@cobbk12.org

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Lori Franji Buyer --- 770-426-3364 --- Lori.Franji@cobbk12.org

Kristy Hadaway Buyer --- 770-426-3369 --- Kristine.Hadaway@cobbk12.org

Stephanie Runge Buyer --- 770-426-3524 --- Stephanie.Runge@cobbk12.org

Lyn Vermilya Buyer --- 770-426-3365 --- Lyn.Vermilya@cobbk12.org

PROCUREMENT IN COLORADO

In July, several CCSD Procurement Staff attended the 80th annual National Institute of governmental Purchasing (NIGP) Forum in Denver Colorado. The Forum brings together like-minded public procurement professionals from across the United States and Canada to attend class training, share experiences, challenges and best practices to be best public servant, along with good steward of the tax payers money. Procurement professionals in all areas of government was represented from local cities, counties, states, universities, federal and K-12 education. The educational component of the Forum covers the latest hot topics such as AI, along with classes to help improve job performance and provide professional development.



80's
vibes



HAPPY HOLIDAYS

All of us in Procurement Services would like to wish the entire staff at CCSD Happy Holidays and best wished for the new year. We hope everyone enjoys the holiday break and get a chance to spend time with family and friends.



Holiday Wishes
We wish for you a holiday
That's better than your dreams,
Filled with peace, good will and hope
And fire light that gleams,
Overflowing with holiday spirit
Good food and holiday laughter;
And when its done, we hope that you
Live happily ever after.
by Joanna Fuchs



Mom's Christmas Peanut Butter Cookies

½ cup butter	1 egg
½ cup sugar	1 cup self-rising flour
½ cup brown sugar	1 cup Jif's (simply the best) crunchy peanut butter



Melt butter, cream with sugars and peanut butter. Add egg and flour. Make small balls out of the dough and place on an ungreased cookie sheet and mash with a fork. Bake at 350 degrees for about 12 minutes. Let the cookies cool before removing from sheet. These cookies are great gifts for kids and grown-ups during the holiday season. Line a holiday decorative tin with parchment paper, place the cookies inside, seal the lid and wrap with your favorite holiday ribbon. Enjoy this delicious, simple treat.

Tips for a Successful Requisition

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

Bid Number: It is important to include the correct bid number on all requisitions, regardless of the dollar amount if the item or service is on a active contract. It is always required for any purchase 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 on purchases under \$10,000 so proper spending data 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 \$9,999.99, the correct review code must be added to the requisition (ref. Purchasing Regulations, Section VII for additional information). Click the drop-down arrow next the the "Review" field to select the correct code.

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

Documentation: Attached all applicable documentation to your requisition in Tyler Content Management (TCM), i.e. quotes, invoice (for confirmation PO), or related documents for the purchase.

Buyer: Be sure to the correct "Buyer" name is entered on the requisition, do not leave this blank. The 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.