



## MEMORANDUM

**TO:** School Board Members

**FROM:** Dr. John B. Gordon III, *Superintendent JBG:AG*

**DATE:** October 10, 2024

**RE:** Report on Changes to Policy 2024/25-25

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As requested, the Finance and Purchasing department looked back five years to determine if the recommendation to changes to Policy 2024/2025-25 affected any of the Request for Proposals or Invitation for Bids we have completed in terms of delayed start times;

A five year look back included the pandemic in which emergency purchases were made due to the circumstances of the pandemic. Three years back yielded the few items listed below:

- **Lakeland HS and Nansemond River HS new restroom sinks and countertops** – The invitation for bid closed on May 16, 24 and had to wait for Board Approval at the June 13, 24 meeting to be awarded. The deadline for completion of work was the start of school on August 26, 2024 so the delay caused the work to be delayed and completed just after students returned to the buildings.
- **Architectural Services NSES Expansion** – The request for proposal Closed October 17, 23, the extensive evaluations by the committee were completed by June 2024 just after the school board meeting and approval had to wait until the July 11, 2024 meeting. This delayed design days for Architect and will affect the start and end date of this project.
- **Lakeland HS Auditorium renovation** -The invitation for bid selection of vendor took place in October 2023 and had to wait for School Board approval at the November meeting and delayed start of project.
- **C.A.R.E.S. Act III three of the metal roof replacements** -Invitation for bid – The selection took place on April 27, 23 and had to await School Board Approval May 11, 23. This delayed start of project, which was on a tight timeline due since work could only be performed in the summer time while students were not in the building.

Any timelines developed for any goods or services that require an invitation for bid (IFB) or a request for proposal (RPF) include accounting for the School Board meetings. This can delay the turn around time for a solicitation, the start and end dates of projects, and if we can accomplish the project in the given time. The RFP process itself is lengthy and requires a committee and or consultant so coordinating schedules and setting up meetings can be challenging and costly. The Purchasing department often uses Co-operative Contracts where other governments have completed the competition process and vetted the best vendors and pricing. This allows SPS to use the work of others and is very cost effective. SPS also

uses cooperative language in all of our solicitations as a way to collaborate with other school districts and government entities. Please see the attached explanations of the RFP process and reasons to use cooperative contracts.

In addition, please see the attachment of upcoming known procurements. Many of which are cooperative contracts through other government entities. Those listed in italics are where cooperative contracts are expected to be utilized.

Finally, an unintended consequence of NOT increasing the purchasing threshold to match the state's recommended amount that may not have been considered by the School Board, would be the ability for more local businesses to participate at the higher threshold. The requirements for RFPs and IFB include submission of vendor resumes and other financial information that smaller local companies may not have the man power to complete. Many local and smaller companies do not have the resources to offer more than a formal quote and proof of insurance.

tlg

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Attachments: Upcoming Known Procurements



Upcoming Known  
Procurements

Steps for the RFP (Request for Proposals)



Steps for the RFP  
(Req. for Proposals)