DISTRICT OVERVIEW

Jefferson County School District No. R-1 is the largest school district in Colorado, covering an area approximately 780 square miles. The district operates under an elected five member Board of Education. The District provides a full range of educational programs and services to approximately 86,000 students at 155 schools. This includes basic K-12 education in elementary, middle, high and charter schools, special education, vocational education and numerous other programs. The District has many administrative and maintenance facilities to support the schools. Approximately 12,000 employees work for the District. The main office is the Education Service Center located at: 1829 Denver West Drive, Bldg. #27, Golden, CO 80401.

PURCHASING PROCEDURES

District Purchasing procedures are governed by District Board of Education Policies. Board of Education policies can be found at http://www.boarddocs.com/co/jeffco/board.nsf/Public . Purchases of material, supplies, equipment and/or services will be processed as follows:

Dollar Amount of Purchase	Method of Purchase	Policy Requirements
Up to $3,500	P-card preferred method up to the cardholder's single transaction limit. If a P-card isn't accepted a direct PO or voucher may be used	Staff purchases goods/services from vendors under current purchasing contracts. If there are no contracts in place, staff can select vendors.
$3,500 up to $100,000	A requisition must be entered. A requisition is a request for goods or services and serves as notice to the Purchasing Department that there is a need. A requisition is not to be given to a vendor to order goods or services. Purchasing will issue a PO/Contract to the vendor.	Purchasing is required to get quotes from 2 or more vendors on transactions valued between $10,000 and up to $50,000. $50,000 and above formal bids or requests for proposal will be issued through Purchasing.
$100,000 up to $250,000	A PO/Contract must be executed by the Cabinet Level Executive or designee.	Formal bids or request for proposal will be issued through Purchasing.
$500,000 or above	PO/Contract must be executed by the Cabinet Level Executive or designee and the Board of Education.	Formal bids or request for proposal will be issued through Purchasing.

VENDOR REGISTRATION

To receive bid opportunities from Jefferson County School District, we recommend registering your company online with Rocky Mountain E-Purchasing. To register, visit: www.RockyMountainBidSystem.com and click on the Register link for Vendor Registration. By creating an account, your company will have free access to bid opportunities from Jefferson County School District as well as access to opportunities posted by other participating agencies across the Front Range. In addition, for a nominal cost, this system offers an e-mail notification service, which automatically sends you an e-mail message anytime any agency issues bids, addendums, and awards that match your company's selected product and service codes. If you need help or assistance in any way, please call BidNet technical support department, toll free at 1-800-677-1997 Ext. 214. To expedite your request, please ask for the Rocky Mountain E-Purchasing System.

SALES CALLS

The mission of the District is to provide a quality education that prepares all children for a successful future. To limit interruptions to our staff, sales representatives are not permitted to make sales calls to schools or departments, unless authorized to do so by Purchasing. Vendors are welcome to contact appropriate Purchasing Staff and make an appointment to introduce their company. On the back please see the Product Assignments by Buyer for buyer product assignments and contact information. If a school or a department needs special or technical details concerning goods or services to be purchased, the involvement of appropriate district employees and vendors is encouraged and may be coordinated by Purchasing. Principals may contact fundraising vendors without any involvement from Purchasing.