



**HERNANDO
SCHOOL DISTRICT**

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DOING BUSINESS WITH THE HERNANDO COUNTY SCHOOL DISTRICT

www.hernandoschools.org

VENDOR GUIDE

2024

Purchasing Department
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Forward

Thank you for your interest in the Hernando County School District. We welcome the opportunity to form business relationships with vendors in our community.

To assist vendors in acquiring a better understanding and knowledge of the school district's policies, procedures and guidelines required to follow in our daily business activities, the Purchasing Department has developed this informative guide. This guide will help potential suppliers understand how to do business with the Hernando County School District. We hope it provides you with the information you need and ensures that doing business with the District is a positive experience.

The Hernando County School District Purchasing Department is governed by Florida Statutes, Florida Department of Education Administrative Code, School Board Policies and Federal Provisions (*where* applicable). As a member of the National Institute of Governmental Purchasing (NIGP) the Purchasing Departments follows the NIGP Code of Ethics and best practices.

The Purchasing Department provides a centralized purchasing support system for all schools and departments with the responsibility to ensure all laws, codes and policies are adhered to. The Purchasing Department's dedication is to provide professional, effective and efficient procurement services and acquire the best value and quality in products and services that support and best contribute to improving student achievement for the District, while maintaining procedures which foster fair and open competition and promote public confidence that all contracts are awarded equitably and economically.

Should you have additional questions not covered in this guide, please feel free to contact the Purchasing Department via email at purchasing@hcsb.k12.fl.us.

Vendor Registration

The Hernando County School District utilizes an online vendor registration platform called Bidnet Direct. Vendors must register with Bidnet Direct to do business with the District. Bidnet Direct allows registered vendors to receive electronic notification of competitive solicitations such as Invitation to Bids, Request for Proposals and Request for Quotes. Registered vendors will have access and the ability to download all solicitation documents.

Please note that registering with Bidnet Direct does **not** automatically qualify a vendor to do business with the District nor does it classify a vendor as an “approved vendor”.

All information pertaining to the solicitation will be posted to Bidnet Direct.

- ◇ Solicitation Documents
- ◇ Applicable Deadline Dates
- ◇ Questions & Answers
- ◇ Applicable Addendums
- ◇ Bid Opening Documents
- ◇ Notice of Intent to Award
- ◇ Final Award Documents

Vendors may register with Bidnet Direct by visiting www.bidnetdirect.com. Registration is simple and completely **free**. For assistance in the registration process, vendors may access the “Vendor Registration Guide” and “Bidnet FAQ” posted to our website or contact Bidnet Direct’s Vendor Support Department at (800) 835-4603, Option 2.

It is the vendor's responsibility to ensure that all information on the platform is kept current to include any changes to name, address, phone number and email.

Major construction projects (new builds, additions, renovations, etc.) are handled directly by our Facilities & Construction Division. For questions pertaining to becoming a vendor for these types of projects, please contact the Facilities & Construction Division at gutierrez_e@hcsb.k12.fl.us.

For solicitations currently available on Bidnet Direct, all questions must be posted to the platform directly. Responses will be provided through the platform and available to all prospective bidders.

Once a solicitation is publicly posted, the Cone of Silence begins. Please refer to School Board Policy [6324](#) “Cone of Silence” for complete details.

Vendor Types

Vendor:	A general term for a supplier who is offering goods and services for sale.
Registered Vendor:	<p>A supplier offering goods and/or services for sale that has completed the vendor registration process with the District's online solicitation platform, Bidnet Direct. Registration allows the vendor the opportunity to receive notifications of applicable bid solicitations currently posted by the District.</p> <p>Registration does not automatically qualify a vendor to do business with the District.</p>
Approved Bid Vendor:	A supplier offering goods and/or services for sale that has responded to and completed a bid solicitation that has been publicly posted on the Bidnet Direct Platform. The vendor has met all terms, conditions, special conditions and specifications as outlined in the solicitation and deemed able to serve in the best interest of the District. The vendor has been awarded an official contract based on their response to the solicitation, which has been approved by our School Board.

Vendor Requirements

In addition to registering with Bidnet Direct, vendors will also need to meet the following requirements:

- ◇ Active Registration with the Florida Department of Corporations – www.sunbiz.org.
- ◇ Registration with the E-Verify System to verify the work authorization status of all newly hired employees.
- ◇ Complete the *Jessica Lunsford Act* screening and obtain a vendor badge.
- ◇ Complete and submit W9 Form.
- ◇ Complete Conflict of Interest Form.
- ◇ Provide and Maintain Certificate of Liability Insurance (COI) meeting all required coverages.
- ◇ Complete Federal Debarment Requirements (federal funding)
- ◇ Sign Standard Addendum to Contracts
- ◇ Complete Data Sharing & Privacy Agreement (*required for certain software purchases*)

If a vendor is responding to a sealed formal solicitation, additional documentation will be required and outlined in the solicitation document.

Jessica Lunsford Act

Per Florida Statute 1012, any vendor, individual, or entity providing services to a school or School Board who are permitted on school grounds when students are present must meet Level 2 fingerprint screening. Vendors will need to complete the level 2 fingerprint screening approval process and be issued a Hernando County Badge before being permitted on school grounds. Cost for screening and badging will be incurred by the vendor. Badges expire on the 31st of December each year and vendors will be required to renew their badges to continue working with the District. Vendors may contact the Office of Safe Schools, 352-797-7233 for additional information.

E-Verify

Per Florida Statute 448.095, all contractors shall use the US Department of Homeland Security's E-Verify system <https://e-verify.uscis.gov/emp> to verify the employment eligibility of all employees hired during the term of any contract/agreement.

Conflict of Interest

No employee of the Hernando County School District shall on behalf of the District either directly or indirectly purchase, rent, or lease any realty, goods or services from any business entity of which the employee or the employee's immediate family has a material interest; nor shall any such individual either directly or indirectly sell, rent or lease any realty, goods or services to the District.

Refer to School Board Policy [3129](#), [4129](#) and [1129](#) for complete details.

Purchasing Thresholds

The purchase of products or services district-wide shall be made in accordance with law and current policies and procedures. Schools and departments are required to purchase from vendors awarded from our approved contract list. This list may be viewed on the Purchasing Department's website at <https://www.hernandoschools.org/departments/purchasing/index>

Vendors will be considered an "Approved Bid Vendor" once they have been through the bid solicitation process and awarded a contract by the School Board.

In the event a product or service has not been awarded on one of our contracts. The following purchasing thresholds shall apply.

◇ **Purchasing Range: Up to \$5,000 – Verbal Quotations**

Verbal quotations are to be obtained for purchases of \$5,000.00 and under. At the Purchasing Department's discretion, additional competitive written or telephone quotations may be requested before a purchase order is issued, if it is determined that it is in the best interest of the District to do so. No minimum number of quotations are required; however, when seeking quotes, factors such as price, quality of product, availability and reliability of the vendor should all be taken into consideration before placing an order.

Although verbal quotations are acceptable, vendors are encouraged to provide a back up to a verbal quote in writing, (email is acceptable) as an extra measure of accountability as to avoid any confusion or discrepancies when an order is placed and/or received.

The District will prefer to make these purchases (when authorized) using a Visa Card.

◇ **Purchasing Range: \$5,000.01 to \$25,000.00 – Three (3) Informal Quotes**

A minimum of three (3) informal quotes must be solicited for all purchases between \$5,000.01 and \$25,000.00. Informal quotes may be in email form and documentation must be kept providing evidence that three quotations were solicited. Printed pages from a company's website are not acceptable.

◇ **Purchasing Range: \$25,000.01 to \$50,000.00 – Three (3) Formal Quotes**

A minimum of three (3) formal written quotations must be solicited for any purchases between \$25,000.01 and \$50,000.00. The Purchasing Department may issue a *Request for Quote* (RFQ) through Bidnet Direct. In some instances, if it is in the District's best interest, the department may issue their own *RFQ* and contact vendors directly.

◇ **Purchasing Range: \$50,000.01 and Up – Sealed Formal Solicitation**

Purchases over \$50,000.00 will require an Invitation to Bid (ITB) or Request for Proposal (RFP) and Board Approval.

In some instances, an exemption may be allowed by Florida Statute(s) and/or the Department of Education (DOE) Administrative Code, waiving formal sealed bids. Contact Purchasing for further information.

Terms & Conditions

Formal solicitations are prepared with the appropriate terms, conditions, specification, special conditions and federal provisions. A signed submittal obligates a vendor to comply with such, as well as all applicable municipal, county, state and federal laws, ordinance, rules and regulations. Any exceptions taken to our Terms & Condition may be cause for rejection of the vendor's submittal.

Any purchases made to vendors not currently on the "Board Approved Contract" list are subject to the Terms & Conditions as outlined on the purchase order. Quotes provided to the District containing vendor Terms & Conditions or links to "Master Agreements" shall be subject to our Standard Addendum. Vendors will be required to sign our Standard Addendum to do business with the District. If federal funding is being utilized for the purchase, the vendor will also be required to sign the Federal Provisions.

Non-Exclusive Agreement

Any contract awarded as a result of an issued solicitation will NOT establish an exclusive agreement between the district and the vendor. The district, at any time during the term of the contract, may obtain quotes or use other vendors to make purchases, provide services, or deliver the same or similar products as described within this solicitation, when it is in the best interest to do so.

Any purchase order issued to a vendor as per the purchasing policies and procedures, will NOT establish an exclusive agreement between the district and the vendor.

The district reserves the right to obtain quotes from other vendors, purchase from contracts awarded to other governmental agencies, school districts, cooperative agreements and Florida State contracts, if it is in the best interest of the district to do so. The district shall be the sole judge and final arbiter of its own best interests.

Payments

Payments are made through the Account Payable Department, 919 North Broad Street, Brooksville, FL 34601. All invoices should be sent to the site issuing the Purchase Order. Information on where to send invoices will be provided in the body of the Purchase Order. Please read this carefully and make sure to send the invoice(s) to the requesting school/site, attention the bookkeeper. Invoices should include the ten (10) digit Purchase Order number. The bookkeeper will verify the invoice to the Purchase Order and send it to Accounts Payable for processing.

To avoid any delays, **DO NOT** send your invoices to the Purchasing Department or Accounts Payable directly.

Invoices are paid after product/services are received and accepted.

Vendor Resources

The following is a list of helpful resources for vendors. The documents may be found on the Purchasing Department's website:

<https://www.hernandoschools.org/departments/purchasing/vendor-information>

- ◇ Bidnet Direct Registration Guide
- ◇ Bidnet Direct Frequently Asked Questions (FAQ)
- ◇ Board Approve Contracts
- ◇ Conflict of Interest
- ◇ Current Bid Opportunities
- ◇ Data Sharing & Privacy Agreement
- ◇ Federal Provisions
- ◇ Federal Debarment Requirements
- ◇ Insurance Requirements
- ◇ Purchase Order Terms & Conditions
- ◇ Purchase Order Terms & Conditions (Federal)
- ◇ Standard Addendum
- ◇ School Board Policies
- ◇ W9 Form (blank)

Thank you for your interest in working with the
Hernando County School District.

Should you have additional questions after reviewing this guide,
you may contact the Purchasing Department.

Purchasing Department
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Hours of Operations: Monday – Friday 8:00 am to 4:00 pm