



### **Core Service: Procurement of Products and Services**

- Creation of Purchase Orders
- Oversee usage of supplies and services
  - Price negotiations
- Review and process encumbrances
- Assign and maintain PNC credit card accounts
  - Creation of PNC accounts and issuance of PNC cards
  - Credit limit increases
  - Monitoring security breach issues
- Provide training on procurement processes
- Perform vendor site visits
- Manage districtwide mail distribution
- Manage desktop copy/paper accounts

### **Core Service: Contract Management**

- Review proposals and award contracts
- Annual contract reporting
- Monitor certificate of liability/workers compensation
- Contract performance review

### **Core Service: Vendor Management**

- eVas (Electronic Vendor Audit System)
- Pre-registration of vendors
- Review and approval of vendors
- Maintain and update vendor information
- Evaluation of vendor performance

### **Core Service: Fixed Assets**

- Maintain districtwide purchase asset financial data
- Inventory cycle count
- Federal and state asset regulation compliance
- CAFR (Comprehensive Annual Financial Report) and EMIS (Education Management Information System) reports
- Provide asset tags
- Track disposal and transfer of equipment

### **Core Service: Request for Proposal (RFP) Management**

- Manage bid proposals working within federal and state guidelines
- Assist internal and external customers with drafting of RFPs
- Assist internal and external customers with issue and award of RFPs