

KIPP LA Public Schools: Smart Purchasing

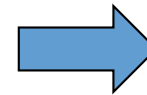
Sample Issue:

Recommendation:

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Policies & Processes

- Unclear policies exist, resulting in inconsistent practices and varying levels of accountability

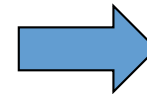


- ✓ Create a clear and simple purchasing policy that ensures compliance while also provides flexibility where needed

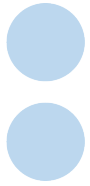
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Procurement Strategy

- Fragmented vendors for similar goods and services exist, resulting in increased time spent on vendor management and varying levels of quality service and costs incurred



- ? Renegotiate existing contracts
- ? Consolidate or bundle vendors through competitive bidding or use of third-party contracts
- ? Evaluate “make vs. buy”
- ? Reduce use or quality

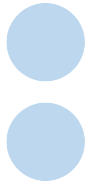


Key Advantages of Vendor Consolidation

- **More scalable approach that simplifies vendor management.**
 - Consolidating vendors creates efficiencies on a network-level
 - Improves ability to replicate successful systems and processes across school sites that contract with the same vendor
 - **Increased bandwidth.**
 - Annual RFP process is incredibly time consuming
 - With a 3-5 year RFP cycle, regional team can focus on other priorities (e.g., quality control)
 - **School site benefits due to consistency in vendor operations.**
 - School operations team members are not tied up with learning and adjusting to new vendor processes at the start of the school year
 - Schools can focus on tightening existing operational processes and deepening relationships with their existing vendors
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- Smart Purchasing Uses a Number of Strategies
- KIPP LA: Facilities Sample Assessment

	Approximate Annual Spend	Renegotiate Contracts	Competitive Bids	3 rd Party Contract	Make vs. Buy	Reduce Use or Quality
Janitorial Services	>100K					
Janitorial Supplies	>100K					
Maintenance Services	>100K					
Maintenance Supplies	>100K					
Landscaping Services	<100K					
Utilities	>100K					



KIPP LA Public Schools: RFP Rubric Sample

- Set clear evaluation criteria upfront
- Involve end-users
- Communicate decision to stakeholders – it’s not all about price!

CRITERIA	MAXIMUM POINTS	VENDOR A	VENDOR B	VENDOR C
Price	25			
Service Capability Plan	25			
Performance History & Reputation	20			
Organizational Policies & Procedures	15			
Financial Stability	15			
TOTAL POINTS	100			
