



SELECTION, EVALUATION AND RE-EVALUATION OF VENDORS PROCEDURE (PUR-P006)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process for selecting, evaluating, and re-evaluating vendors.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Schools Purchasing Agent

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

4.0 DEFINITIONS:

- 4.1 CMCSS: Clarksville-Montgomery County School System

5.0 PROCEDURE:

- 5.1 All vendors on the CMCSS vendor list as of May 31, 2003 will be considered active and approved.
- 5.2 All vendors are evaluated on their ability to continually supply goods and services in a timely manner and according to their effect on the ability of CMCSS to achieve customer satisfaction.
- 5.3 Criteria for selection and evaluation of a vendor is as follows:
 - 5.3.1 Based on product/service needs, school/department personnel identify vendors who meet the following criteria: provides desired product, accepts purchase orders, accepts payment terms, offers best value and completes shipping in a timely manner.
 - 5.3.2 The vendor list is reviewed to determine if the desired vendor is currently approved and active in order to obtain the correct vendor number required for the ordering process (ref. [PUR-P002](#)).
 - 5.3.3 If a vendor is not on the vendor list, a new vendor request is forwarded to the Purchasing Office with the following information: name of vendor, address, telephone and fax number and an e-mail address (if available).
 - 5.3.4 Internal Revenue Service form W-9 is sent to vendor requesting their Federal Tax ID number.
 - 5.3.5 Upon return of a completed W-9 to the Purchasing Office, a vendor number is assigned and vendor is added to the active vendor list.
 - 5.3.6 School or department is notified of the new vendor number.
 - 5.3.7 Problems with purchases from vendors may be reported using the Nonconforming Products and/or Services Form ([PUR-F009](#)).



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- 5.4 Inability to satisfy any of the above criteria to the satisfaction of the Purchasing Department results in the vendor being placed on inactive status in the computer system. Those vendors are no longer evaluated and will not receive future bids or purchased orders.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Formal Bid Procedure ([PUR-P004](#))
- 6.2 Vendor List (computer generated)
- 6.3 Purchase Order Procedure ([PUR-P002](#))
- 6.4 Bidder Application ([PUR-F006](#))
- 6.5 Nonconforming Products and/or Services ([PUR-F009](#))

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Bidder Application	Purchasing Office	Current plus two years	Discard as Desired	Secured Building
Bidder Evaluation	Purchasing Office	Current plus six years	Discard as Desired	Secured Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/13/03		Initial Release
5/30/03	A	Rewrite of procedure and flowchart
5/03/04	B	Replace Corrective Action Form (PRM-F005 with Nonconforming Products and/or Services Form (PUR-F009) in 5.3.7, 5.4.3, add to 6.0 and update flowchart
3/9/17	C	4.3 changed dollar amount from \$10,000 to \$25,000.
5/22/19	D	Removed all references to PUR-F007. Removed obsolete document PRM-M001 from associated documents. Updated hyperlinks.
3/24/23	E	Removed references that differentiate between critical and non-critical vendors.

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