
VENDOR SELECTION, EVALUATION AND RE-EVALUATION

Procedure PUR-P002

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to add to or maintain the supplier and Bidders' List and file for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

- 2.1 Purchasing Supervisor/Buyer

3.0 APPROVAL AUTHORITY:

- | | | |
|----------------------------|-----------|-------|
| | _____ | _____ |
| | Signature | Date |
| 3.1 Director of Purchasing | | |

4.0 DEFINITIONS:

- 4.1 SCUSD: Sacramento City Unified School District
- 4.2 IRS: Internal Revenue Service

5.0 PROCEDURE:

- 5.1 Criteria for vendor evaluation and selection: all vendors on the SCUSD vendor list are electronically listed in the district's Escape vendor file.
- 5.2 All vendors are given an opportunity to do business with SCUSD.
- 5.3 Vendors are evaluated on their ability to be lowest responsible bidder and to deliver best price, quality, and service to achieve customer satisfaction.
- 5.3.1

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- 5.4.3 Follow-up
- 5.4.4 Communication
- 5.4.5 Address problems first time
- 5.5 Criteria for vendor re-evaluation also includes consistency and resolutions to the issues to the satisfactory of the district.
- 5.6 Inability to satisfy any of the above criteria to the satisfaction of the Purchasing Department results in the vendor being inactivated on-line in the Escape Vendor File. Those vendors are no longer evaluated and will not receive future bids or purchase orders.
- 5.7 Vendor evaluation is on-going throughout the school year.
- 5.8 Any comments/problems/resolutions with a vendor will be maintained in the Vendor Re-Evaluation e-file.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Vendor 10 .9579 Tubl(on)7(i IE)4(D)3(DS3:4-2(ATE)4(D)istr)8(i)1(ct.)J#EEMct.