

## Organization of Department

Regina M. Stephenson, CPM, RTSBA – Director

- Purchasing Department Staff
  - Senior Buyer
  - Technology Buyer
  - Buyers (3)
  - Assistant Buyer (1)
  - Department Secretary

## Purpose

We seek to conserve public funds and ensure fair and equitable treatment of all vendors. We are committed to a purchasing system that complies with all applicable statutes – state and federal, district policies and regulations while meeting the needs of the schools and departments in a timely and cost-effective manner. The department is committed to representing Katy ISD with quality and integrity while operating with professionalism that encourages competition to maximize the value received for each Katy ISD dollar spent.

## Departmental Facts 2010/2011

- Processed 33,898 purchase orders totaling \$305,963,835.
- Processed cash and non-cash donations reports totaling \$363,637.
- Prepared and processed 45 formal bid proposals and 20 formal quote proposals.

## Major Areas of Responsibility

- Manages over 100 active contracts for the district's supplies and services.
- Assists in the development of specifications and prepare requests for bids or proposals, and price quotes campuses and departments.
- Acts in an advisory capacity in the development of standard equipment lists for new facilities to provide cost data in the budget development for newly constructed schools or additional classrooms at existing facilities. The department also assists in the ordering, delivery, and installation of the furniture and equipment to set up the new sites.
- Katy ISD also has a Local Vendor Initiative in place whereby wherever it is legally allowed and fiscally prudent, all expenditures will be processed through vendors within the boundaries of Katy ISD. The Purchasing Department actively works to educate both the Katy ISD staff and local vendors to increase the opportunities given to our local vendors for this business. Due to these efforts, Katy ISD kept more than 8.0 million dollars in expenditures with local vendors in the FY2011 period.

Vendors may register for potential business opportunities with Katy ISD at the following website: <https://mss.katyisd.org/mss/>. Vendors are encouraged to register to provide the District with information on services and products. Additionally for those vendors whose services may not be applicable for the District's day-to-day business but beneficial to District employees, there is a website available through the District's Communications Department where vendors may post discounts or deals available to Katy ISD employees.