MICRO-PURCHASES

Purchases less than the formal bid threshold level may be solicited through various “informal methods.” Pricing and availability of these requirements may be solicited by means of informal written quotes (i.e., not advertised) or requests for quotes depending on the amount.

ETHICAL CONDUCT

The District appreciates its relationships with the vendor community, but we require our vendors to act in a fair and ethical manner. Accordingly, we ask that vendors please respect and abide by the following district ethics policies:

The District will not do business with firms who are officers, employees or agents of the District

Vendors shall not offer gifts to any Board member or district personnel, as District policy prohibits acceptance of any gifts or favors from any vendor which might influence their recommendations on the eventual purchase of equipment, supplies or services.

All vendor salespersons regardless of product or service, are encouraged to contact the Office of Procurement before contacting any teachers, students, or other personnel of the District.

TAXES

The School District is exempt from sales and excise taxes imposed by State or Federal Government. The District’s tax-exempt certificates are available on our website.

TERMS DEFINED

An **Invitation to Bid (ITB)** is used when the District is able to define the specifications and award the solicitation to the lowest responsive, responsible bidder.

A **Request for Proposal (RFP)** is used when the District has defined the specifications and solicits the vendor community for solutions to a particular requirement. An RFP has a specific award criterion that includes price but with the understanding that price may not necessarily be the determining factor in an award.

An **Invitation to Negotiate (ITN)** is utilized when the District intends to negotiate the scope of services and pricing in order to obtain best value.

Professional Services - Request for Qualification (RFQ) is used for the solicitation of Construction Managers, Engineers, Architects, Land Surveyors and Landscape Architects in accordance with Florida State Statute Section 287.055, the Consultant’s Competitive Negotiations Act (CCNA). An RFQ will be advertised and evaluated by a selection committee as needed for these services.

A **Non-CCNA RFQ** is used when price is not the deciding factor, allowing the School District to pre-qualify vendors for commodities or services with broad or uncertain specifications, ensuring flexibility and competition as needs arise.

Brevard Public Schools

Procurement and Distribution Services

HOW TO DO BUSINESS WITH BREVARD PUBLIC SCHOOLS

Scan for link to

BPS Procurement Website

CONTACT INFORMATION

If you need assistance, please do not hesitate to contact the Procurement staff listed on our website. We will be happy to answer your questions or schedule an opportunity to meet with you.

http://www.brevardschools.org

2700 Judge Fran Jamieson Way
Viera, FL 32940

(321) 633-1000, ext. 11470

purchase@brevardschools.org

Our Mission: To serve, support, and collaborate with our stakeholders and each other; delivering strategic, timely, and sustainable procurement and distribution solutions that result in added value and ethical stewardship of district resources.

POLICIES AND PROCEDURES

All District purchases with an estimated value of **$50,000.00** (current formal bid threshold level) or more are normally purchased by means of an advertised formal solicitation package. The requirements are incorporated into an Invitation to Bid, Request for Proposal, Invitation to Negotiate, or Request for Qualifications. Solicitation packages include the District's standard terms and conditions as well as detailed specifications describing the product or service required. All formal solicitations are advertised on OpenGov. All prospective bidders who are registered through OpenGov will receive automated notices.

https://procurement.opengov.com/portal/brevardschools

Scan QR code for link to OpenGov:

VENDOR NOTIFICATIONS

The Procurement Office utilizes OpenGov, an online bid notification and vendor information management system. Businesses must register with OpenGov if they would like to be automatically notified by email of any upcoming ITB, RFP, ITN, or RFQ solicitation documents. Visit the link above or follow the instructions on our website. In addition, a business can track the solicitation evaluation and award process on OpenGov and obtain up to date information 24 hours a day, 7 days a week, 365 a per year.

DECENTRALIZED PURCHASING

In addition to Brevard Public Schools Centralized Procurement Office located in Viera, FL, we have decentralized purchasing at each of our school campuses that is performed by our Bookkeepers.

BID OPENINGS

Solicitation openings will be conducted virtually and are open to the public. The solicitation opening link is provided in the solicitation document. For competitive solicitations for commodities and contractual services, only the names of the respondents will be read aloud. In accordance with Florida Statute 255.0518, sealed responses received for a competitive solicitation for construction or repairs on a public building or public work, the names of the respondents and the price submitted will be read aloud.

All bids and offers are subject to the Public Records Law and as such are fully accessible by all interested parties pursuant to Chapter 119, Florida Statutes.

BACKGROUND CHECKS

Will be required of all vendors that require access for services to any of Brevard Public School Campuses or District Office.

Email:
DistrictSecurity@Brevardschools.org
Ph: (321) 633-1000 x11233

Vendors are cautioned to make sure a written Purchase Order or a Purchase Order number issued by the Procurement Office has been provided to their firm prior to delivery of any material (s) and/or services(s). Failure to secure a Purchase Order may result in the cancellation of the order.

Rev 10/24/25