



COLUMBUS  
CITY SCHOOLS

*Learn. Dream. Succeed.*

---



## **A Guide to Doing Business with Columbus City Schools**

---

At Columbus City Schools we support initiatives that are inclusive to the economic development of our communities. We therefore actively seek Local Economically Disadvantaged Enterprises (LEDEs) to participate in all contracting and procurement opportunities.



At Columbus City Schools we are proud to serve as a leader in our community and we are committed to being good neighbors. We believe that holding ourselves to the highest standards possible is an obligation that extends beyond our children and into the entire community. As we grow, we want the community to grow with us. One way that we can

accomplish this is by partnering with small local businesses.

Our Community Inclusion Policy is an example of our commitment to the local small business community. Developing mutually beneficial relationships with local suppliers helps us ensure that local economically disadvantaged enterprise vendors build economic vitality in our community.

We have an aspirational goal to spend 20% on an annual basis with our LEDE business community to reflect the thousands of children we serve every year, as well as the community where Columbus City Schools has a presence. Our Community Inclusion Program is comprehensive in its approach and makes good business sense.

Columbus City Schools' commitment to diversity and inclusion allows us to cast the widest net when seeking suppliers and professionals to support and complement the great work of our Columbus City Schools students.

We invite you to use this guide as a reference when seeking opportunities with our district.

Sincerely,

**Columbus Board of Education**

Columbus City Schools

# We appreciate your interest in partnering with Columbus City Schools

Columbus City Schools, established in 1845, is the state of Ohio’s largest school district, serving the needs of more than 50,000 students in 116 schools. Columbus City Schools also has a graduation rate of 85%, which is the highest in its State Report Card history. Overall, the district improved in 15 out of the 30 state standards. Columbus City Schools is putting into place initiatives to bolster support for schools needing to improve academic performance. The district will provide tiered assistance for schools in School Improvement Status, and bring on coaches (retired teachers) for in-classroom assistance and strategic planning support for schools.

**Mission Statement:** Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.



# Table of Contents

Columbus City Schools... At A Glance	4
The Office of Outreach Services: How They Can Help You	5
LEDE Registration	7
The Procurement Process	8
Departmental Queries: Identify Which Departments Buy What You Sell	9
Facility Master Plan	10
Final Notes	11
Most Frequently Asked Questions	12

## Columbus City Schools... *At A Glance*

- Columbus City Schools is the largest school system in Ohio
- The district covers an area of more than 220 Sq. Miles (November 2016)
- The district operates 114 schools, with approximately 50,000 students enrolled (November 2016):
  - 61 Elementary K-5 schools
  - 6 Elementary K-6 S.T.E.M. schools
  - 2 International or Foreign Language Immersion Elementary K-6 schools
  - 1 International high school
  - 1 Intermediate 4-5 school
  - 1 Gifted 3-8 academy
  - 3 K-8 schools
  - 1 K-12 school
  - 16 Middle schools
  - 16 High schools
  - 2 Career Centers
    - Ft. Hayes Career Center
    - Columbus Downtown High School
    - 1 English-As-A-Second-Language Welcome Center
    - Columbus Global Academy Grades 6-12
  - 3 Special Schools



## The Office of Outreach Services: How They Can Help You

The Office of Outreach Services ensures that Local Economically Disadvantaged Enterprises (LEDEs) have fair and equitable access to contracting and procurement opportunities with the district.

Outreach Services reviews bid opportunities and solicitations to assure that LEDE vendors are well represented either through prime contracting or subcontracting. Outreach also recruits LEDE vendors, notifies vendors of bid opportunities, assists prime contractors to assure that they are making Good Faith Efforts towards achieving the district's participation goal of 20%, serves on selection committee(s) for large



procurements and works with various department and divisions to guarantee that bid packages are properly structured to provide maximum inclusion and participation by the local disadvantaged small business community.

The Outreach Services is here to navigate your business through the district and encourage your success through prime and subcontracting, joint venturing and strategic alliances with various companies through the city.

For more information on Outreach Services, including the LEDE Vendor Affidavit, please contact

**Outreach Services**  
889 East 17<sup>th</sup> Ave.  
Columbus, OH 43211  
614.365.8732

## **The Office of Outreach Services: How They Can Help You** (Continued)

The Office of Outreach Services:

- Recruits and provides services to potential vendors seeking to do business with Columbus City Schools.
- Facilitate meetings with potential vendors and appropriate Columbus City Schools Staff to discuss procurement and contracting opportunities with these various departments.
- Notifies LEDE businesses of bid opportunities
- Certifies LEDE business entities by completing the LEDE Vendor Affidavit, including supporting documentation.

### **Contact Information**

Outreach Services  
889 East 17<sup>th</sup>. Ave.  
Columbus, OH 43211

### **Hours of Operation**

Monday – Friday: 8 a.m. – 5 p.m.  
Phone: 614.365.8732  
Fax: 614.365.8484

## LEDE Registration

**The Office of Outreach Services works to provide the district with supplies, equipment, and services that help produce outstanding results.**

Review the various functions on the following pages and determine where your business fits our needs. A critical first step is to register and complete a LEDE Vendor Affidavit. Your LEDE Affidavit will be confirmed and you will be contacted. Completing this document allows us to better understand your business.

The LEDE Vendor Affidavit acknowledges that your firm meets the criterion for certification as outlined in the Community Inclusion Policy 3210. By completing the LEDE Vendor Affidavit, including all supporting documentation, you will be placed in our database as an LEDE business. This database will be made available to all internal district employees, as well as all external potential prime contractors as a tool to locate ready, willing, and able LEDEs to compete for contracting and procurement opportunities as prime contractors, subcontractors, and joint venture partners.



***To read the Community Inclusion Policy, go to:***

<http://www.neola.com/columbuscity-oh/search/policies/po6400.htm>

- [3000 Business and Non-Instructional Operation](#)
- [3210 Policy \(Community Inclusion\) 051804.pdf](#)

## The Procurement Process

You will need to register as a vendor by going to [www.ccssoh.us/Vendors.aspx](http://www.ccssoh.us/Vendors.aspx) and click on Vendor Self Service Website / Registration, then complete a LEDE Vendor Affidavit (and provide supporting documentation). Once you register as a vendor you will get a vendor number. After your vendor record is reviewed and your supporting documentation is verified your company will become an active vendor in the Columbus City Schools vendor database. You can get the LEDE Vendor Affidavit from Outreach Services (614.365.8732) or go to [www.ccssoh.us/Vendors.aspx](http://www.ccssoh.us/Vendors.aspx).

Most departments will require a quote to be submitted through Public Purchase, the bid software the district uses. Public Purchase decreases the probability for misunderstandings and benefits all parties involved. Be sure to prepare a quote that considers the needs of your business and Columbus City Schools. If you are in doubt, please contact the originator before submitting your quote.

Most acceptable quotes include:

- *A description of the scope of work to be performed (or products to be sold) and other applicable specifications.*
- *Pricing and delivery schedule/time-frame.*
- *Payment terms*

The Purchase Order is Columbus City Schools reply to your quote award and serves as the “authorization” to begin work. Be sure to get a copy of the Purchase Order from the Purchasing Department (prior to beginning any work) and review to ensure that all terms and conditions match what was submitted in your quote. If the outlined information in the Purchase Order does not match what you submitted in your quote:

- Contact the Purchasing Department at 614.365.5820 to discuss options for moving forward.
- Do not begin working without a copy of the Purchase Order. This is Columbus City Schools’ acknowledgement, contract and commitment for the work.

Upon completion of work (or at previously agreed upon intervals) you must submit an invoice in order to be paid. Be sure to reference the Purchase Order number on all invoices. Unless another arrangement has been made between you and the department, all invoices should be submitted directly to Accounts Payable.

### **Columbus City Schools**

Attn: Accounts Payable

270 E. State St.

Columbus, OH 43215

Phone: 614.365.6473

Fax: 614.365.5628

*Learn. Dream. Succeed.*

---

## Departmental Queries: Identify Which Departments Buy What You Sell

Columbus City Schools is seeking businesses that can meet our contracting and procurement needs of quality, service and value. Below is a list of areas that you might consider as potential opportunities. While many of these areas have primary contracts and a few perform much of the work in-house, we do contract with vendors to meet our service and overflow needs.

WHAT DO YOU SELL?	RESPONSIBLE DEPARTMENT
Architect & Engineering Services	Capital Improvements, 889 E. 17 <sup>th</sup> Ave.
Building & Grounds	Buildings & Grounds Dept., 889 E. 17 <sup>th</sup> Ave.
Custodial Services	Buildings & Grounds Dept., 889 E. 17 <sup>th</sup> Ave.
Information Technology	MIS Department, 1091 King Ave.
Transportation Services	Transportation Dept., 1560 Moler Rd.
Media Relations & Communications	Media Relations & Communications, 270 E. State
Food Services	Food Services Production Center, 450 E. Fulton St.
Supplies	Purchasing, 889 E. 17 <sup>th</sup> Ave.
Office Supplies	Purchasing, 889 E. 17 <sup>th</sup> Ave.
Printing	Purchasing, 889 E. 17 <sup>th</sup> Ave.
Audio Visual	Purchasing, 889 E. 17 <sup>th</sup> Ave.
Safety & Security	889 E. 17 <sup>th</sup> Ave.
Athletics	3201 Allegheny Ave.
Academic Achievement Support	270 E State St.

Commented [MS1]: Is this still correct?

# Facility Master Plan



## OPERATION: **FIX IT**



Funded by voter approval of Issue 57 in 2016, Columbus City Schools is launching "Operation: Fix It" - a five-year, \$125 million initiative to target deferred maintenance needs across the District. The launch of "Operation: Fix It" was announced by Superintendent Good at the 2017 State of the District.

Over the five-year period, Columbus City Schools is pledging to invest bond-backed funds totaling \$125 million on deferred maintenance projects in all of our legacy buildings, with repairs ranging from roofing and electric to security upgrades and asphalt repaving. Taxpayers will be able to hold the District accountable, with this special section of our website to track every repair promised and every project completed.

## Final Notes

**Value:** It is important to be clear, state your company's advantages and what distinguishes you from your competition. Be prepared to communicate your added value.

**Be flexible and responsive:** Being a small business can often mean having the flexibility to customize solutions for your customers.

**Get Certified:** If you are a local, small disadvantaged business, certification is critical. This is a distinguishing aspect of doing business with Columbus City Schools. More information can be found at the District website for the LEDE Program, and other certifications would be helpful such as the State of Ohio's EDGE Program, the SBA's 8(a) Program, and the DEBE program under the Unified Certification Program...

**Consider partnering with large firms on large contracts:** At Columbus City Schools we seek prime contractors and suppliers. A prime contract is defined as a contract awarded directly to an organization or business. While many small firms do not have the capacity to serve as prime suppliers, there are often opportunities - through subcontracts, partnerships, or joint ventures. Please contact Outreach Services; we are happy to assist you.

**Innovation:** Use a creative solution-based approach with potential departments that may help you stand out.

**Capacity:** Doing business with Columbus City Schools requires that your business be experienced, have the adequate capabilities and the ability to be flexible. Be certain your business can handle the project scope.

**Be Prepared:** This cannot be overstated. Remember, you are making a first impression. Be certain that your marketing materials, Website, and presentations are professional and error free.

**Investigate:** Columbus City Schools' employees are contacted frequently by vendors, so it's important to demonstrate your knowledge and understanding of Columbus City Schools' needs and environment, as well as your capacity and ability.

## Most Frequently Asked Questions

**Q How do I become an LEDE Vendor with Columbus City Schools?**

A You can obtain a LEDE Vendor Affidavit on the Columbus City School's Website or request one by contacting the Purchasing Department at (614) 365-5820 or the Outreach Office at (614) 365-8732.

You must also register online as a vendor and provide all pertinent information for both applications. You will be issued a vendor number, which, when activated, allows you to conduct business with the School District.

**Q What is a Local Economically Disadvantaged Enterprise (LEDE)?**

A An enterprise that is local and economically disadvantaged as outlined in Community Inclusion Policy #3210.

**Q What other types of certifications may be considered for obtaining LEDE status?**

A If your business is located in Franklin County, and you currently possess an EDGE Certification issued by the State of Ohio Department of Administrative Services (DAS) you may qualify as an LEDE vendor. Other certifications, such as, Unified Certification Program (DBE), US SBA 8(a) may be given consideration if your business is located in Franklin County.

**Q What if my company is located outside of Franklin County?**

A If your company is based outside of Franklin County, but more than 50% of your employees reside within the school district boundaries, you must submit proof of payroll records to validate the locality of your employees.

**Q What if I have not been through the certification process with a certifying agency?**

A You will be asked to complete the LEDE Vendor Affidavit and supply all supporting documentation. Once received, you will be contacted by the District's third party certifier who will perform an on-site visit at your business.

Once the site visit has been completed, a recommendation will be made by an external Certification Committee.

**Q Will I be notified once my LEDE Vendor Affidavit is approved?**

A If you meet the criteria for LEDE certification, you will receive a certificate, issued by Columbus City Schools. Your name and vendor number will appear on the certificate. If there is any change in ownership, control, or address, you must notify the Outreach Office immediately.

**Q How do I participate in contracting and procurement opportunities?**

A The best way to participate in District Contracting and Procurement opportunities is to review our Website ([www.ccsch.us/Vendors.aspx](http://www.ccsch.us/Vendors.aspx)) for opportunities.

**Q What is the bidding process?**

A All district bidding is done competitively.

A The bidding process can occur in two ways:  
1. Through the Public Purchase website;  
2. Through the solicitation of three quotes.

B Requests for Proposals, Information, and Qualifications are also utilized for Contracting and Procurement.

**Q Does the District have a goal for contracting with LEDE Vendors?**

A Currently, the District has an overall goal of 20% for all contracting and procurement dollars spent on an annual basis.

**Q How do I participate in the new construction?**

A The Facilities Master Plan program has the same Outreach goal of 20%. The construction manager, Smoot/Elford/Resource, maintains the contracting for the new facilities and has someone assigned to work with the LEDE community.

As part of the Facilities Master Plan program, is the Workforce Participation goal, which the Board of Education seeks to achieve the goal of at least twenty-five (25%) of school District resident participation of all on-site working hours dedicated to construction projects. Contractors are required by the Workforce Participation Program to use good faith efforts to employ school District residents to supply on-site labor in connection with school District construction projects and to otherwise achieve the goals of the Workforce Participation Program.

**Q If I am a small company, how can I participate in larger procurement opportunities?**

A LEDE companies should always make it a point to attend any and all pre-bid conferences, in areas where they have the expertise and a project of specific interest. During that pre-bid meeting or bidder's conference, many of the larger firms attend those meetings, as this can be an opportunity to network and to achieve the 20% outreach goal through subcontracting, joint venturing or strategic partnerships. The Website also provides vendor opportunities.

The District strongly encourages joint venturing, partnering and strategic alliances between LEDE and non-LEDE vendors on large procurement opportunities.