

# Doing Business with Anne Arundel County Public Schools



## A Guide for Vendors & Contractors

### A note from the Purchasing Supervisor

*This guide has been developed to provide you with a general road map on how to conduct business with Anne Arundel County Public Schools (AACPS). For more specific legal and procedural requirements, please refer to Board of Education Policies and Regulations on the AACPS website – [aacps.org](http://aacps.org).*

AACPS comprises 128 schools and more than 84,000 students. The operating budget for FY 2020 is more than \$1.2 billion. The Board of Education and the Superintendent have authorized the Supervisor of Purchasing to award contracts for services, construction, maintenance, commodities and equipment leases, and architectural/engineering services.

The Board must approve most contracts exceeding \$100,000. This flexibility allows us to quickly respond to the needs of our schools. All qualified businesses are encouraged to bid on AACPS contracts. We look forward to doing business with you!

**– Mary Jo Childs, Esq, CPPO, CPCM**  
**Supervisor of Purchasing**

### Visit us

➤ [www.aacps.org/purchasing](http://www.aacps.org/purchasing) for all the latest news and information.

To access the Vendors & Contractors page on a mobile device, go to Menu > Global Links > Vendors and Contractors

### Contact us

2644 Riva Road  
Annapolis, MD 21401  
410.222.5160 | [Purchasing@aacps.org](mailto:Purchasing@aacps.org)

### Advertisement

The Purchasing Office advertises all solicitations and posts award notices for procurements over \$25,000 on

- Anne Arundel County Public Schools' website: <https://bids.aacps.org>
- eMaryland Marketplace Advantage: <https://procurement.maryland.gov>

Information on our public sales of surplus goods can be found at

- [www.publicsurplus.com/sms/aacps.md/browse/home](http://www.publicsurplus.com/sms/aacps.md/browse/home)






# PURCHASING OFFICE



## GENERAL PROCEDURES

### Bid Procedures

| Competitive Limits   |  |   |
|--|--|---|
| Category I   | Category II  | Category III  |
|  <p><b>Less than \$5,000</b><br/><i>Competition is discretionary</i></p>  |  <p><b>\$5,000 to \$25,000</b><br/><i>Requires three quotes</i></p> |  <p><b>Over \$25,000</b><br/><i>Requires competitive procurement</i></p> |
| <p><i>Generally, contracts valued at more than \$25,000 must be competitively bid through a competitive sealed bid or competitive sealed proposal process. A competitive sealed bid is awarded on the basis of the lowest evaluated price. The competitive sealed proposal is awarded through an evaluation of a technical and price proposal or, in the case of architect and engineering services, through an evaluation of a technical proposal and negotiation of price.</i></p> |  |   |

### Vendor Information

To receive information on future AACPS solicitations, please register on the AACPS website. Registered vendors receive automatic email notice for each AACPS solicitation issued that is within the vendor's self-designated area of expertise. AACPS also publishes solicitation notices on eMaryland Marketplace Advantage—the State's procurement portal. All businesses awarded contracts must be in good standing with the State Department of Assessments and Taxation: <https://dat.maryland.gov>.

For existing AACPS vendors, the Purchasing Department has a portal on our website dedicated to maintaining vendor account information. You may visit <https://bids.aacps.org/viw> to find options for new vendor registration, making changes to existing account information, as well as a vendor lookup link.

### Minority and Small Business Enterprise



The Minority and Small Business Enterprise (MSBE) Program creates competitive opportunities for minority and small business enterprises through the procurement and delivery of goods, services and construction. The main goal of the MSBE program is to increase contract awards to minority and small businesses, thus increasing their share of total AACPS contract awards and expenditures.

The Board of Education sets an MSBE goal of 15% for all materials, supplies, equipment, and services while the overall MBE goal for State-funded capital construction projects is set the same as the State of Maryland – 29%. To learn more about becoming a part of the AACPS minority and small business contracting community, please visit our website at [www.aacps.org/msbe](http://www.aacps.org/msbe) or call 410.222.5130.

# PURCHASING OFFICE