

Procurement Limits Policies: K-12 options for Exceeding EPL Limits

Mississippi Department of Information Technology Services

04/06/2006

By Mississippi law, K-12 schools are considered Governing Authorities and are not under ITS purview. However, ITS makes its procurement services available to K-12 schools for those schools who request them. K-12 Schools may use the ITS Express Products Lists (EPLs) up to the dollar limitation described on each EPL. There is no charge for using the EPLs. If a K-12 School needs to exceed the EPL dollar limitation, they would need to come to ITS for additional approval and in most cases there will be an associated staff processing charge from ITS.

K-12 schools using the EPLs must follow all EPL guidelines. In particular, please review:

- The Instructions for Use that accompany each EPL. These are found with the Adobe version of the EPL. To access all EPLs, go to <http://www.its.ms.gov/EPL.shtml>. It is important to use “EPL Best Practices” in order to get the lowest and best pricing. When the matrix below recites that your written quotations from EPL vendors must be “tracked to EPL Pricing,” at a minimum you must include a copy of the EPL showing each product being purchased and a written explanation from the vendor for any purchase involving substitution, as described in the Instructions for Use.
- The “Per Project” definition. Each EPL limit is “per project.” See the Procurement Handbook on the ITS Website, <http://dsitspe01.its.ms.gov/its/procman.nsf/TOC4?OpenView>, Section 005-600. If you are dividing a dollar amount above the EPL Limit among several “projects,” you need to be able to justify in your project file that these are separate projects. These are suggested guidelines. The Office of the State Auditor is the approving agency for your decision.
- “Setting a Manufacturer Standard, Section 019-030 of the Procurement Handbook. If you send in a request to ITS for a specific manufacturer or product, you need to provide documentation to justify that standard.

EPL Project Expenditure Amount	Regular Purchase	Special Circumstance: E-Rate Purchase	Special Circumstance: replacement of lost or damaged products due to Katrina	Special Circumstances: Restart Grants for Katrina recovery or other special circumstances
\$0.01 to EPL Limit	Use EPL as directed in EPL Instructions for Use	<ul style="list-style-type: none"> • Use EPL as directed in EPL Instructions for Use • E-Rate requires <u>at least two written quotations from EPL Vendors</u> 	Use EPL as directed in EPL Instructions for Use	Use EPL as directed in EPL Instructions for Use

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EPL Project Expenditure Amount	Regular Purchase	Special Circumstance: E-Rate Purchase	Special Circumstance: replacement of lost or damaged products due to Katrina	Special Circumstances: Restart Grants for Katrina recovery or other special circumstances
<p>EPL Limit to \$250,000</p>	<ul style="list-style-type: none"> • Requires ITS Approval: K-12 receives CP-1 approval document • Submit request to ITS • ITS does a competitive procurement among the EPL vendors (Letter of Configuration) • ITS charges for this service 	<ul style="list-style-type: none"> • Requires ITS Approval: K-12 receives CP-1 approval document • Submit request to ITS • Request includes <ul style="list-style-type: none"> ○ Copy of Technology Plan submitted to MDE ○ Copy of E-Rate form 471 or Funding Commitment Letter ○ Copy of written quotations from at least <u>two</u> EPL vendors tracked to EPL pricing • ITS charges for this service 	<p>EPL Limit has been raised to \$250,000 through 12-31-2006 for replacement of lost or damaged products.</p> <ul style="list-style-type: none"> • Do NOT need to come to ITS for additional authority • Place copy of memo in procurement file: http://www.its.state.ms.us/docs/katrina-epl-limits.pdf 	<ul style="list-style-type: none"> • Requires ITS Approval: K-12 receives CP-1 approval document • Submit request to ITS • Request includes: <ul style="list-style-type: none"> ○ Copy of Technology Plan submitted to MDE ○ Documentation describing special grant or special needs ○ Copy of written quotations from at least <u>two</u> EPL vendors tracked to EPL pricing • ITS charges for this service

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EPL Project Expenditure Amount	Regular Purchase	Special Circumstance: E-Rate Purchase	Special Circumstance: replacement of lost or damaged products due to Katrina	Special Circumstances: Restart Grants for Katrina recovery or other special circumstances
<p>\$250,000 - \$1,000,000</p>	<ul style="list-style-type: none"> • Requires ITS Approval: K-12 receives CP-1 approval document • Submit request to ITS • ITS does a competitive procurement among the EPL vendors (Letter of Configuration) • ITS charges for this service 	<ul style="list-style-type: none"> • Requires ITS Approval: K-12 receives CP-1 approval document • Submit request to ITS • Request includes <ul style="list-style-type: none"> ○ Copy of Technology Plan submitted to MDE ○ Copy of E-Rate form 471 or Funding Commitment Letter ○ Copy of written quotations from at least <u>two</u> EPL vendors tracked to EPL pricing • ITS charges for this service 	<ul style="list-style-type: none"> • Requires ITS Approval: K-12 receives CP-1 approval document • Submit request to ITS • Request includes: <ul style="list-style-type: none"> ○ Copy of Technology Plan submitted to MDE ○ Copy of written quotations from at least <u>two</u> EPL vendors tracked to EPL pricing • ITS charges for this service 	<ul style="list-style-type: none"> • Requires ITS Approval: K-12 receives CP-1 approval document • Submit request to ITS • Request includes: <ul style="list-style-type: none"> ○ Copy of Technology Plan submitted to MDE ○ Documentation describing special grant or special needs ○ Copy of written quotations from at least <u>two</u> EPL vendors tracked to EPL pricing • ITS charges for this service

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<p>Over \$1,000,000</p>	<ul style="list-style-type: none"> • Requires ITS Board Approval • Requires ITS Approval: K-12 receives CP-1 approval document • Submit request to ITS • ITS does a competitive procurement among the EPL vendors (Letter of Configuration • ITS charges for this service 	<ul style="list-style-type: none"> • Requires ITS Board Approval • Requires ITS Approval: K-12 receives CP-1 approval document • Submit request to ITS • Request includes <ul style="list-style-type: none"> ○ Copy of Technology Plan submitted to MDE ○ Copy of E-Rate form 471 or Funding Commitment Letter ○ Copy of written quotations from at least <u>two</u> EPL vendors tracked to EPL pricing • ITS charges for this service 	<ul style="list-style-type: none"> • Requires ITS Board Approval • Requires ITS Approval: K-12 receives CP-1 approval document • Submit request to ITS • Request includes: <ul style="list-style-type: none"> ○ Copy of Technology Plan submitted to MDE ○ Copy of written quotations from at least <u>three</u> EPL vendors tracked to EPL pricing • ITS charges for this service 	<ul style="list-style-type: none"> • Requires ITS Approval: K-12 receives CP-1 approval document • Submit request to ITS • Request includes: <ul style="list-style-type: none"> ○ Copy of Technology Plan submitted to MDE ○ Documentation describing special grant or special needs ○ Copy of written quotations from at least <u>three</u> EPL vendors tracked to EPL pricing • ITS charges for this service
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