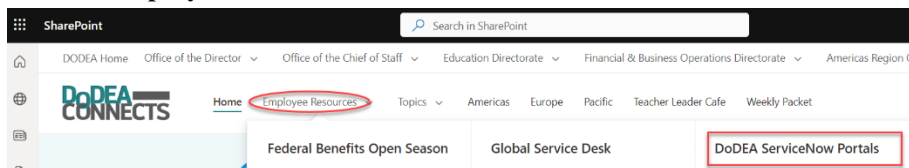


Ordering off the K-5 Science Contract

This information is current up to **June 15, 2024**. Please contact your district PK-5 Science ISS or Dr. Davina Perkins (COR of the contract) for the new information after June 15th. Please delete any previous reference documents to ensure the current information.

Thank you in advance for your hard work to support our Elementary Science Program. It is greatly appreciated. This contract can easily create confusion, so the PK-5 Science ISS team is dedicated to helping you have success with ordering. Please reach out with any questions or if you would like your documents reviewed prior to submitting to ensure they will not be delayed.

1. Determine what the school needs to order. Note: There is no need to request a quote because this contract has fixed pricing for all items including shipping.
 - a. **Are there any items in the classroom lab kit that need replaced?** Teachers should inventory their FOSS lab kits after each module (December, March, June) or at least once a year. While it is more logical for teachers to do it at the end of the year, this is challenging when planning the school budget. After the kit inventories, each grade level team can enter the quantities needed on [this spreadsheet](#). The spreadsheet should be renamed: **HE125417D0002_CLIN2801_SchoolName_Date**.
 - b. **Do the classrooms need additional FOSS Student Resource books?** This is a non-consumable text for each grade level. These should be inventoried annually to ensure there are enough for the upcoming year due to damage, loss, or increases in student enrollment. Use [this list](#) to find the prices and CLINs (Contract Line Item Number).
 - c. **Is there a new classroom that will need a new kit? Have any kits or teacher books been damaged and need replacing?** If so, use [this list](#) to find the prices and CLIN.
2. Prepare the [Requisition Worksheet](#) and get it signed by the administrator or designated approving official. Here is an [example Requisition Worksheet](#) for the FOSS contract. The parentheses & red highlights indicate areas that will need to be edited for each unique order.
3. Notify the COR ([Dr. Davina Perkins](#), HQ PK-5 Science ISS) and your district PK-5 Science ISS about your order. The ISSs can confirm your documents are correct for ordering off the K-5 Science contract. This will also help the COR and district ISS to stay aware of what was ordered.
4. Enter the order in Procurement Path. Procurement Path also requires this [order form](#) be submitted. Log into DoDEA Connects from [this link](#), your desktop shortcut, or the DoDEA homepage. Then click on **Employee Resources** then click on **DoDEA ServiceNow Portals**.



Next click on DoDEA Portal in the top toolbar and select **Procurement Path**. Create a new request and select **Orders**.

