

Community Partnership Process

Groups 1, 2 & 3 Schools

Step 1:

Review Vendor List

- [21 Bench Contracts](#)
- [72 Non-Bench Contracts](#)

Step 2:

Planning

- [Complete BSAP Community Partnership Proposal Form](#)
- Upload quote and proposal to the BSAP Survey (Opens Fall 2024)

Step 3:

Approval & AP Shopping Cart

- Upload quote to shopping cart
- Wait for procurement to approve P.O.
- Once approved, services can start.

Bench Contract vs. Non-Bench Contract

Non-Bench Professional services: Up to \$5,000, schools/offices shall submit an approved Shopping Cart via SAP and attach vendor's quotes. Procurement staff will review shopping carts over \$5000, to ensure a "competitive" process is followed, and issue the purchase order to the vendor offering the product or service at the lowest cost to the District.