



## ***Detroit Public Schools Community District***

### ***Office of Procurement & Logistics***

Dear Supplier,

Thank you for your interest in supplying quality goods and services to Detroit Public Schools Community District (“DPSCD”). Our sourcing process is built on integrity, innovation, quality, service and overall value to our ultimate customer, each student in the classroom.

Our focus in Procurement and Logistics (P&L) is driving value at the category level. To submit your information for DPSCD consideration, please review our Staff Contact List for the appropriate P&L category professional within our organization that best fits your good or service.

All potential suppliers should register with DemandStar, FedBid or Buy4Michigan to review and/or obtain information about the DPSCD’s sourcing needs. Every school and department requisition will follow the strategic sourcing process. In addition, when a need arises for the good or service that your company provides, you can be notified through DemandStar or FedBid.

Demand Star and Buy4Michigan are the electronic tools that P&L uses to request proposals and/or competitive bids. DemandStar and Buy4Michigan can be accessed at [www.demandstar.com](http://www.demandstar.com) and <https://www.buy4michigan.com>, respectively. FedBid is a reverse auction tool that drives competition and may be accessed at [www.fedbid.com](http://www.fedbid.com).

As a Supplier, you should be aware of DPSCD’s policy regarding supplying goods and services to DPSCD. Procurement and Logistics is the only department authorized to procure and execute contracts and/or purchase orders for goods and services for Detroit Public Schools Community District. Please see Exhibit F in P&L’s policy and procedure manual which can be found at [http://detroitk12.org/data/finance/docs/2016\\_Procurement\\_Policy.pdf](http://detroitk12.org/data/finance/docs/2016_Procurement_Policy.pdf).

Again, thank you for your interest.