

- I. **PURPOSE:** The following information provides guidance pertaining to City Schools' documentation requirements when vendors prepare Quotes or Invoices for services.
- II. **CITY SCHOOLS ESSENTIAL:**  
Resources that Promote High Achievement for Every Student.
- III. **GOVERNING POLICY/REGULATORY IMPLICATIONS:**  
DJA-RA Baltimore City Public Schools Procurement Administrative Regulations.
- IV. **IMPLEMENTATION GUIDELINES:**

A **quote** or **proposal** is defined as a document provided to City Schools that 1) details the description of services to be provided, 2) the associated cost for each of those services, and 3) when the services are to be provided. The quote or proposal is prepared and provided prior to the commencement of work and is a part of documentation used when a purchase order is prepared.

An **invoice** is defined as the document provided to City Schools following the completion of services. The invoice details 1) the services that were provided, 2) when the services were provided and 3) the cost for those services. The invoice needs to correspond to the information provided in the quote or proposal submitted by the vendor earlier. Specific requirements for quotes, proposals, and invoices are outlined below.

#### **VENDOR QUOTES / PROPOSALS**

Quotes or proposals are submitted to the school or department in accordance with their request for services and the contract the vendor has with City Schools. Quotes must contain the following information:

- a. The document must be titled "Quote" or "Proposal" and reflect the date of the quote/proposal and contain a quote/proposal number.
- b. The document must reference the applicable City Schools' contract (if applicable).
- c. Reflect vendor name including contact name, phone, address, and email.
- d. The name of the school in which services are being provided along with the Principals name, address and phone number of the school.
- e. Dates of service (start and end date for services being provided).
- f. Detailed scope of work that includes the services to be provided. If the vendor has a current contract on file, the scope of services must be aligned with the contract.
- g. Pricing – pricing should be broken out to include either hourly, per student, daily, program rates, etc. If the vendor has a current City Schools contract, pricing **MUST** be consistent with the contract. Failure to reflect the contracted rate(s) will result in the return of the quote or proposal for correction.

**INVOICES**

The Vendor shall submit an invoice on a monthly basis detailing the services provided and the actual costs incurred. The invoice must be aligned to the quote or proposal. City Schools' payment terms are Net 30 days. City Schools will not pay for any service that has not been delivered.

Contractors must submit all invoices electronically to the following e-mail address: [APIInvoice@bcps.k12.md.us](mailto:APIInvoice@bcps.k12.md.us). The invoice at a minimum must include the following information:

- a. The document must be titled "Invoice," and include the date of the invoice as well as vendor name including contact name, phone, address, and email.
- b. The document must reflect a unique invoice number the vendor has never used before with City Schools.
- c. The document must also reflect the Purchase Order number. Failure to include a Purchase Order number will result in the invoice not being paid.
- d. The name of the school in which services were provided along with the Principals name, address and phone number of the school.
- e. Dates of service for the invoice (start and end date for services that were provided).
- f. Brief description of work that lists the services provided under this invoice.
- g. Total Amount Due – Invoice amount should contain a breakout of the rate used to arrive at the total amount due. Breakout must be consistent with the hourly, per student, daily, program rate, etc. listed in the vendor's quote or proposal. Failure to align the invoice with the rates listed in the original quote or proposal will result in non-payment of the invoice.

**PURCHASE ORDERS**

Purchase orders are required prior to the commencement of work. Vendors are not allowed to commence work without first obtaining a purchase order. Vendors who commence work without a purchase order are subject to 1) not being paid for the services provided and/or 2) contract termination.

**VENDOR VISITS**

At this time the preferred method of communication with procurement is email.

**CRIMINAL BACKGROUND CHECKS**

It is the responsibility of the Vendor to make certain that its employees, agents, volunteers, and contractors who have contact with students be fingerprinted and have a background check in compliance with Title 5, Subtitle 5, Part VI, of the Family Law Article of the Maryland Code.

**CONTRACT SIGNATURE AUTHORITY**

Only the Chief Executive Officer and the Director of Procurement have authority to sign contracts on behalf of City Schools. Executive Director's, Principals, Department Heads, etc. do not have contract signature authority.

**CONTACT INFORMATION:**

**Name of Contact Person:** Shabray Matthews, Contract Administrator  
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**Contact Email:** ssmatthews@bcps.k12.md.us