



Anne E. Campbell • County Superintendent of Schools

January 11, 2017

To: Anne E. Campbell, County Superintendent of Schools

From: Denise Porterfield, Deputy Superintendent *DP*
Business Services

Subject: **Process for Small School District Purchase of Supplies and Equipment**

Education Code Section 38110 *et seq.*, requires the County Board of Education to establish rules and regulations under which elementary school districts with average daily attendance of less than 2,500 during the preceding fiscal year shall purchase standard school supplies and equipment through the County Superintendent of Schools.

Elementary school districts with less than 2,500 ADA in San Mateo County include:

Bayshore	La Honda-Pescadero	Portola Valley
Brisbane	Las Lomitas	San Carlos
Hillsborough	Millbrae	Woodside

These districts will be able to purchase supplies and equipment through the San Mateo County Superintendent of Schools agreements with Office Depot and Southwest School & Office Supply.

The procurement of school and office supplies through Office Depot's contract with The Cooperative Purchasing Network (TCPN) program and Southwest School & Office Supply's contract will produce annual cost savings by providing districts with a choice in vendors. Additional rebates and discounts will apply depending on the volume of supplies and equipment purchased.

Approved and Recommended to the Board:

Anne E. Campbell, County Superintendent of Schools