“If you always do what you always did, you will always get what you always got”
Albert Einstein
Mission

To provide exceptional customer service for all students, staff and community by:

• Ensuring District BOE policies DJF, and DJF-AP1 are in compliance for all bids, proposals, contracts and agreements
• Providing best value on all goods and services
• Delivering quality products and services in a timely manner to all District buildings
Core Values

• Improving process to facilitate ease of procurement
• Streamlining contract review process
• Understanding and responding to our customers’ needs
• Being transparent and fair in all of our practices
• Retaining the integrity and confidentiality of District data
• Continuing to be a leader in innovation
Lee’s Summit R-7 School District
Purchasing and Distribution Services
2018-19

Dr. Emily Miller
Associate Superintendent of Business and Operations

Christa Battaglia
Coordinator
Purchasing & Distribution Services

Jennifer Lalumondier
Administrative Assistant

Melissa Ross
Site Purchasing Specialist

Heather Falls
Contract/Purchasing Specialist

Paula Patton
Distribution Supervisor

Mark Choplin
Distribution Manager

Zion Wiseman
Student Worker

Shaun Comfort
Inventory Specialists

Kelly Thurber
Distribution Worker .50 FTE

Chester Arasim
David Backhus
Eric Burnett
Mark Schabel
Chad Turner
Distribution Drivers
Purchasing Services

• Bids/Request for Proposals
  Created/Evaluated 89 bids/proposals

• Contracts/Agreements
  Reviewed 483 contracts/agreements

• Community Shred Event
  Collected 9,425 pounds of shred
Lee's Summit R-7 School District
Purchasing and Distribution Services
2018-19

Bids/RFPs

<table>
<thead>
<tr>
<th>Year</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>FY16</td>
<td>41</td>
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<tr>
<td>FY17</td>
<td>53</td>
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<tr>
<td>FY18</td>
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Lee’s Summit R-7 School District
Purchasing and Distribution Services
2018-19

Contracts / Agreements

<table>
<thead>
<tr>
<th>Year</th>
<th>Contracts</th>
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<td>FY17</td>
<td>315</td>
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<tr>
<td>FY18</td>
<td>483</td>
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</table>
New District Wide Contracts

- Athletics/Activities Photography Services
- Photography Services
- Student Trips
Distribution Services

• Asset Management
  Managed over $2,955,989 in inventory assets
• Archive Records
  Maintained 1,503 boxes of records
• Store Inventory Orders
  Processed and delivered 6,079 orders to buildings
• Work Orders
  Completed 2,020 requests for services
• GovDeals
  Managed $58,778 in sale transactions
Delivered 6,017 cases of copy paper
Delivered 2,913 bags of ice melt
Delivered 1,827,915 student meals
Supporting Others

- Staff performed 200 hours of community service
- Heart of Summit Race
- Hired 13 Supervised Business Experience students
- Hospital Hill Run 10K
- Mayor’s Christmas Tree Lighting Ceremony
- Oktoberfest
- Race for the Future
- Taste of Lee’s Summit
Recycling Support

- Cardboard Recycling
  129 bales recycled
- Light Bulbs
  4,735 bulbs recycled
- Shredding
  65,159 pounds of shred/recycled
Lee's Summit R-7 School District
Purchasing and Distribution Services
2018-19

Alternative Funds

• Grant Funds (2009-17) $1,294,290
• GovDeals (2009-18) $ 884,960
• Beverage Commissions (2014-18) $ 453,208
• Vending Machine Commissions (2013-18) $ 27,423

$ 2,659,881
Lee’s Summit R-7 School District
Purchasing and Distribution Services
2018-19

160 years of service for Purchasing and Distribution staff

Thank You