

**APPENDIX C**  
SUMMARY OF SURVEY RESULTS

**Table A-1. Summary of Survey Results  
School Procurement Practices Survey**

**6. How many full-time equivalent (FTE) positions does your district employ for procurement operations?**

Average	2.3
Median	1.5
Responses (n)=	405

**7. Compared to five years ago, has your district's number of full-time equivalent staff (FTE) for procurement increased, decreased, or stayed the same?**

Increased	9.6
Decreased	7.2
Stayed the same	83.2
Responses (n)=	428

**8. Do you feel you have enough staff to procure goods and services efficiently in your district?**

Percent yes	68.0
Responses (n)=	425

**9. Would you be interested in training and support about procurement practices for you or your staff provided by an outside organization?**

Percent yes	47.8
Responses (n)=	431

**9a. What type of training and/or support would you like?**

	Number of Responses	Percent Indicating an Interest	
		All Districts	Districts Interested in Training and Support
Training and materials for new procurement personnel	431	17.4	36.4
Training and materials on innovative procurement practices	431	37.4	78.2
A website dedicated to purchasing practices for school districts	431	38.3	80.1
Support organizing cooperative purchasing groups	431	19.0	39.8
Support selecting electronic procurement management software	431	17.2	35.9
Organized conferences for training and sharing practices	431	26.7	55.8

**10. How do you get assistance from the New York State Education Department (SED) with procurement issues?**

	Number of Responses	Percent Using Assistance	
		All Districts	Only districts Using SED Assistance
Presently use SED for help with procurement issues	431	71.7	
I contact a SED staff member directly.	431	35.3	49.2
I use SED's website.	431	58.2	80.3
I use training materials supplied by SED.	431	26.7	35.9

**Table A-1. Summary of Survey Results (cont.)  
School Procurement Practices Survey**

**12. Does your district maintain a prospective bidders list for various types of goods and services?**

Percent yes	78.42
Responses (n)=	431

**12a. How is your prospective bidders list created?**

	Number of Responses	How Is List Created	
		All Districts	Only districts with bidders list
I use vendors who respond to Invitations for Bid (IFB) and Request for Proposals (RFP). Vendors ask to be placed on bidders lists.	431	62.4	79.6
I use bidders lists from neighboring school districts/localities.	431	64.5	82.3
I use bidders lists from trade associations.	431	18.1	23.1
	431	5.1	6.5

**13. Does your district have a manual for vendors that explains the policies and practices used to procure goods and services?**

Percent yes	13.7
Responses (n)=	424

**14. How many contracts has your district cancelled due to a vendor's poor performance in the last five years?**

	None	1-2	3-4	More than
				5
Percent of responses	54.8	33.9	8.9	2.4
Weighted average (use value of 8 for last category)	1.5			
Responses (n)=	425			

**15. How many bid protests did your district have in the 2002-03 school year?**

	None	1-5	6-10	More than
				10
Percent of responses	92.3	6.3	0.7	0.7
Weighted average (use value of 8 for last category)	0.3			
Responses (n)=	425			

**Table A-1. Summary of Survey Results (cont.)  
School Procurement Practices Survey**

**16. Does your district maintain a central warehouse or storehouse?**

Percent yes	25.3
Responses (n)=	431

**16a. What kinds of commodities does your district buy in bulk and store centrally?**

	Number of Responses	Percent Storing Commodity	
		All Districts	Only districts with warehouse
Athletic equipment	431	5.8	22.9
Building and grounds maintenance supplies	431	17.9	70.6
Custodial supplies	431	21.6	85.3
Food and dairy products	431	0.0	0.0
Food service supplies & equipment	431	6.5	25.7
Instructional materials	431	9.7	38.5
Office supplies, equipment & furniture	431	16.2	64.2

**16b. Why is a warehouse or storehouse used in your district?**

	Number of Responses	Percent	
		All Districts	Only districts with warehouse
Commodities are purchased in bulk to get a better price.	431	22.1	87.2
Schools in my district do not have the facilities to accept delivery of some commodities.	431	8.8	34.9
Schools in my district do not have the personnel to accept delivery of some commodities.	431	6.0	23.9
Schools in my district have limited space to store supplies they need throughout the year.	431	16.7	66.1

**17. Does your district use a purchasing calendar?**

Percent yes	50.5
Responses (n)=	402

**Table A-1. Summary of Survey Results (cont.)  
School Procurement Practices Survey**

**18. Please indicate which procurement method you use most frequently for the following goods and services.**

Commodity	Number of Districts Procuring	Percent of Responses					
		State OGS Contracts	BOCES (Coser)	City/County Contracts	Cooperative Bid Contracts	Competitive Bidding/ RFP	No Bidding/ Negotiation
Athletic equipment	399	10.3	15.8	0.5	15.8	38.1	19.5
Automotive commodities	315	33.0	4.8	6.3	5.1	14.3	36.5
Building maintenance supplies	385	11.9	23.6	2.1	20.8	24.4	17.1
Building & security services	266	12.0	3.8	0.8	6.0	39.8	37.6
Buses	354	78.5	1.1	0.3	2.3	15.5	2.3
Computer hardware	410	47.8	40.5	0.5	2.9	3.9	4.4
Computer software	389	32.4	29.3	0.3	3.9	7.2	27.0
Computer technical support	325	5.5	65.2	0.3	1.2	5.5	22.2
Dairy products	352	7.1	28.1	0.6	33.0	26.7	4.5
Financial services	318	2.2	10.7	0.6	1.6	35.8	49.1
Food (not dairy products)	343	7.9	28.3	0.6	31.5	23.0	8.7
Fuel (gas, heating oil, etc.)	412	40.3	18.0	5.8	19.4	13.3	3.2
Furniture (classroom)	394	57.1	8.1	1.5	4.8	20.1	8.4
Furniture (office/computer)	394	51.5	9.1	3.6	4.8	19.5	11.4
Grounds maintenance supplies	388	11.6	17.3	4.1	16.8	24.2	26.0
Human resource services	162	1.2	31.5	0.0	0.6	6.2	60.5
Instructional materials	380	26.3	10.3	0.5	14.5	21.6	26.8
Library books	353	28.6	7.4	0.0	3.7	10.2	50.1
Office equipment (e.g. copiers)	405	56.3	15.3	0.5	2.7	16.5	8.6
Office supplies	397	30.7	16.1	2.5	20.4	20.2	10.1
On-line library databases	329	7.6	75.4	0.3	1.2	1.8	13.7
Telecommunications equipment	361	23.8	36.6	0.8	1.4	24.4	13.0
Telecommunications services	360	17.5	42.8	0.8	1.9	16.7	20.3
Training services	261	1.9	58.6	0.0	0.0	3.1	36.4
Travel services	146	3.4	0.0	0.0	0.7	6.8	89.0
Waste removal	370	3.8	8.4	5.9	7.6	53.8	20.5

**Table A-1. Summary of Survey Results (cont.)  
School Procurement Practices Survey**

**19. To what extent is your district's use of OGS contracts influenced by each of the following?**

	Number of Responses	Percent of Responses			
		Not at All	Slight Extent	Moderate Extent	Great Extent
Provide lower prices/better value.	415	3.9	21.2	49.6	25.3
Save time and administrative costs of bidding.	420	3.3	8.8	27.6	60.2
Provide better quality of goods/services.	413	14.0	36.1	41.2	8.7

**20. To what extent is your district's use of OGS contracts limited by each of the following?**

	Number of Responses	Percent of Responses			
		Not at All	Slight Extent	Moderate Extent	Great Extent
Do not provide lower prices/better value.	405	32.8	42.5	21.0	3.7
Do not provide product/service specifications I need.	405	24.4	40.3	27.4	7.9
Are too expensive to deliver to my area.	405	58.8	26.9	10.4	4.0
Are too complicated/difficult to understand.	407	44.5	28.5	19.7	7.4
Don't know that certain goods/services are available through OGS contract	409	26.2	33.5	26.4	13.9

**21. How frequently do you use the best and final offer (BAFO) and mini-bid processes for procuring goods and services through OGS contracts?**

	Never				Always
	1	2	3	4	5
Percent of responses	80.9	13.6	3.4	1.4	0.7
Average	1.3				
Responses (n)=	418				

**22. Would your procurement staff attend training sessions about how to use OGS contracts if such sessions were available for school districts?**

Percent yes	83.0
Responses (n)=	418

**Table A-1. Summary of Survey Results (cont.)  
School Procurement Practices Survey**

**23. Is your district a member of a formal cooperative purchasing group?**

Percent yes	81.6
Responses (n)=	430

**23b. To what extent is your district's decision to purchase cooperatively influenced by each of the following?**

	Percent of Responses				
	Number of Responses	Not at All	Slight Extent	Moderate Extent	Great Extent
Provide lower prices/better value.	325	0.9	8.0	40.0	51.1
Save time and administrative costs of bidding.	326	1.8	5.2	26.4	66.6
Provide better quality of goods/services.	325	9.5	24.3	48.3	17.9
Provides access to more vendors	326	5.8	22.1	42.0	30.1

**23c. How satisfied are you with your cooperative purchasing group(s)?**

	Not at all satisfied		Very satisfied		
	1	2	3	4	5
Percent of responses	0.6	2.8	25.2	42.0	29.3
Average	4.0				
Responses (n)=	317				

**24. To what extent is your district's decision to purchase cooperatively limited by each of the following?**

	Percent of Responses				
	Number of Responses	Not at All	Slight Extent	Moderate Extent	Great Extent
Do not provide lower prices/better value.	384	42.7	38.0	13.5	5.7
Does not save time and administrative cost of bidding	384	57.3	24.7	12.2	5.7
Is difficult to organize due to disagreements about specifications	383	42.8	31.3	19.6	6.3
There are no purchasing cooperatives in my area	366	80.1	10.1	5.5	4.4

**Table A-1. Summary of Survey Results (cont.)  
School Procurement Practices Survey**

**25. Does your district issue procurement cards to schools or other district staff (including procurement staff)?**

Percent yes	18.9
Responses (n)=	429

**25a. Who is authorized to use procurement cards in your district?**

	Number of Responses	Percent of Responses	
		All Districts	Districts with Card
Superintendent	431	15.3	81.5
Associate/Assistant Superintendent	431	6.7	35.8
School business official	431	12.3	65.4
Principals	431	7.7	40.7
Other Administrators	431	5.3	28.4
Others	431	7.2	38.3

**25b. What limitations exist for use of these cards**

	Number of Responses	Percent of Responses	
		All Districts	Districts with Card
Only for use with specific vendors	431	12.5	66.7
Only for use for travel expenses	431	8.4	44.4
Only for use with a receipt from a store/vendor	431	10.0	53.1
Only for use when school is in session	431	0.7	3.7

**25c. Are card holders given an itemized report of their purchases each month?**

	All Respondents	Respondents with P-Cards
Percent yes	10.77	58.8
Number yes		46

**25d. Does a business services staff member review itemized reports of procurement card purchases each month?**

	All Respondents	Respondents with P-Cards
Percent yes	18.27	98.8
Number yes		78

**26. Please indicate the reason(s) why your district does not use procurement cards.**

	Number of Responses	Percent of Responses	
		All Districts	Districts without Card
My district has never considered using them.	431	49.9	61.8
It is too difficult to administer and control the use of procurement cards.	431	29.9	37.1
My district does not buy enough low price items on a regular basis to need	431	10.7	13.2
Procurement card use could reduce the use of competitive bids, and raise unit	431	13.2	16.4

**Table A-1. Summary of Survey Results (cont.)  
School Procurement Practices Survey**

**27. Does your district have a website that includes information about how it procures goods and services?**

Percent yes	3.3
Responses (n)=	429

**27a. What type of information and functions are available for vendors on your district's website?**

	Number of Responses	Percent of Responses	
		All Districts	Districts with Website
General information about your district's procurement policies	431	1.9	57.1
Contact information for questions about your district's procurement policies	431	1.9	57.1
On-line registration for bidders lists	431	0.7	21.4
Solicitation notices	431	1.4	42.9
Bid and proposal documents available for download	431	1.4	42.9
Awards notifications	431	1.6	50.0
Information about invoicing and payment for vendors	431	0.2	7.1
Electronic payment for vendors (e.g. electronic funds transfer)	431	0.0	0.0

**28. Does your district use a regional purchasing group or BOCES to post solicitations on the Internet?**

Percent yes	19.1
Responses (n)=	429

**28a. How satisfied are you with the electronic services offered by your regional purchasing group or BOCES?**

	Not at all satisfied		Very satisfied		
	1	2	3	4	5
Percent of responses	2.6	5.3	35.5	34.2	22.4
Average	3.7				
Responses (n)=	76				

**29. Please indicate the tasks procurement staff perform using the Internet or an internal network in procuring goods and services for your district.**

	Number of Responses	Percent of Responses
Research for price estimates	393	81.4
Make small purchases that do not require competitive bidding	393	58.5
Research contracts established by the OGS or other locality	393	74.3
Communicate with vendors via e-mail	393	59.5
Accept bids and proposals from vendors	393	21.1
Communicate with staff in the district, etc.	393	62.6



**Table A-1. Summary of Survey Results (cont.)  
School Procurement Practices Survey**

**30. What is the principal means that schools use to requisition goods and services in your district?**

	<u>Percent of Responses</u>
Paper requisition	73.8
Electronic requisition with electronic signature	15.1
Electronic requisition with paper signature	9.2
Phone call to central purchasing	0.2
Fax	0.7
<hr/> Responses (n)=	<hr/> 423

**31. Does each procurement staff member in your district have access to the Internet at his/her workstation?**

Percent yes	87.2
<hr/> Responses (n)=	<hr/> 426

**32. Is your district's purchase order or contract system integrated electronically with its financial management system?**

Percent yes	86.9
<hr/> Responses (n)=	<hr/> 429

**33. Who makes a majority of the decisions about the make(s) and model(s) of computers that your district purchases.**

	<u>Percent of Responses</u>
Superintendent	5.9
Purchasing staff	1.9
IT department/staff	81.9
School principals	0.7
Others	9.7
<hr/> Responses (n)=	<hr/> 425

**34. your district developed a common standard or specification for computers that it purchases?**

Percent yes	77.6
Percent planning to in future	18.0
<hr/> Responses (n)=	<hr/> 429

**34a. Are these standards a part of a comprehensive IT strategy that your district has adopted?**

Percent yes	92.4
<hr/> Responses (n)=	<hr/> 328

**Table A-1. Summary of Survey Results (cont.)  
School Procurement Practices Survey**

**35. Does your district use a cooperative service agreement (CoSer) to procure IT services through BOCES?**

Percent yes	82.8
Responses (n)=	<u>429</u>

**35a. Which IT services does BOCES provide for your district?**

	Number of Responses	Percent of Responses	
		All Districts	Districts Using BOCES
Hardware support	431	64.3	78.0
Software licenses and support	431	63.6	77.2
Software technical training	431	55.9	67.9
Internet service and networking (LANS, WANS, etc.)	431	68.2	82.8
Administrative computer services—student data	431	63.1	76.6
Administrative computer services—financial services	431	54.8	66.5
Computer and network security	431	51.7	62.8
IT strategic planning	431	32.7	39.7

**35b. To what extent is your district's use of BOCES' IT services influenced by each of the following?**

	Number of Responses	Percent of Responses			
		Not at All	Slight Extent	Moderate Extent	Great Extent
Provide lower prices/better value.	344	12.2	26.7	32.3	28.8
Save time and administrative costs of bidding/issuing RFP	347	8.4	16.4	36.3	38.9
Are eligible for state aid	345	0.3	4.6	13.9	81.2
Provides access to more grants/federal funding for IT infrastructures and services	339	21.2	26.6	26.0	26.3

**35c. How satisfied are you with the IT services you receive through BOCES?**

	Not at all satisfied				Very satisfied
	1	2	3	4	5
Percent of responses	1.6	6.9	29.6	38.3	23.7
Average	3.6				
Responses (n)=	321				

**36. Do you feel the bidding requirements established in General Municipal Law for purchase contracts over \$10,000 are too low, just right, or too high for your district to procure goods and services efficiently?**

	Too Low	Just Right	Too High	No Opinion
Percent of responses	43.8	38.4	3.5	14.4
Responses (n)=	425			