

Working with Vendors

Navigating the school purchasing process is vital for teachers and administrators. These simple guidelines will help you navigate the school purchasing process effectively, make informed decisions and use available funding wisely.

1

Understand the Process

- Early on, learn about your school or district's purchasing rules.
- Share these rules with vendors to make transactions smoother.

2

Effective Communication is Crucial

- If you're an administrator shopping around for professional development or curriculum options, be truthful.
- Give important details like your timeline, the number of teachers involved, and teacher support to help vendors customize their offerings.

3

Don't Be Afraid to Say No

- Trust your instincts. If a product or service isn't right after the first demo, it's okay to decline. Vendors won't mind.

4

Consider Vendor Fiscal Calendars

- Know that the vendor's budget cycle may not match your school's. Plan ahead to lock in current rates.

5

Choose Multi-Year Purchases When Possible

- Whenever you can, opt for multi-year contracts. This secures better rates and provides budget stability.

6

Explore Funding Options

- Grants are a great resource. Actively seek grant opportunities for your school.
- Remember that **Title I**, **Title IIA** (effective instruction), and **Titles IV A** and **F** (academic enrichment) funds are *always available* for education.
- ESSER 1 and 2 funds are closed, but ESSER 3 funds can be allocated until September 30, 2024, with 49% still available as of October 2023.
- If your school or district initially denies funding, talk to your curriculum coordinator about alternative "incidental" funding or reimbursement options.

