



Detroit Public Schools

Office of Procurement & Logistics

Dear Supplier,

Thank you for your interest in supplying exceptional goods and services to Detroit Public Schools (DPS). Our strategic sourcing process is built on integrity, innovation, quality, service and overall value to our ultimate customer, each student in the classroom.

Our focus in Procurement and Logistics (P&L) is driving value at the category level. To that end, we have established Strategic Category Teams (SCT's) championed and led by Procurement and Logistics. Your information will be forwarded to the appropriate P&L category professional within our organization that best fits your good or service for further consideration.

All potential suppliers must register with DemandStar or FedBid. Every requisition will follow the strategic sourcing process. In addition, when a need arises for the good or service that your company provides, you will be notified through DemandStar or FedBid. Demand Star is the electronic tool that we use to request proposals and/or competitive bids. You may register on the DemandStar site to receive information directly at www.demandstar.com. FedBid is a new reverse auction tool that drives competition and has garnered real-time savings for the district. You may also register with FedBid www.fedbid.com marketplace directly.

Lastly, be aware of our policy regarding supplying goods and services to DPS. Procurement and Logistics is the only organization authorized to procure and execute contracts and/or purchase orders for goods and services for Detroit Public Schools. Please view Order 2011-EMRR-22 on the DPS website. I have also attached a copy of this order for your quick reference.

Again, thank you for your interest.

Ellen Morschan
Program Associate I - Quality & Supplier Relationship Management
Office of Procurement & Logistics
Detroit Public Schools
3011 West Grand Blvd, Fisher Bldg., 11th Floor
Detroit, MI 48202
Phone: (313) 873-4062
Email: ellen.moroschan@detroitk12.org