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Materials Management

Toolkit for Schools

Montgomery County Public Schools



THE DEPARTMENT OF MATERIALS MANAGEMENT (DMM) is dedicated to providing exceptional customer service to schools and offices every day.

This tool kit is a practical guide to how your school or office can best leverage our services.

Schools use the MCPS Business Hub to order supplies from our Warehouse Store and Office Max/Depot. Supplies include pens and pencils, textbooks, classroom supplies, art materials, office products, and much more.

Work with Our Staff

DMM offers an extensive number of technical resources and equipment. However, people are our most important resource.

- The 1,100-person workforce consists of skilled specialists who collaborate on a daily basis and are empowered to make decisions to improve products and services.
- All DMM staff pursue ongoing improvement through process management, knowledge management, and addressing critical questions.
- DMM solicits in-person and written feedback from our customers. We depend on your inquiries and suggestions to improve our products and services.



We consider our colleagues in the schools to be members of our team.

The DMM logo reads “We Provide” and

“We are stronger together.” We embody this message.

THEY ARE NOT JUST PHRASES FOR US. THEY ARE OUR CULTURE.



FROM PENS AND PENCILS to classroom, art, and office supplies; textbooks; first-aid products and more, schools can order from the DMM Warehouse Store and Office Max/Depot, using the MCPS Business Hub. (see page 4)

Browse our catalog at www2.montgomeryschoolsmd.org/departments/materials/. Click on Ordering Supplies in the left-hand column on the home page, to view and download the catalog.





EDITORIAL, GRAPHICS & PUBLISHING SERVICES prepares instructional materials for all teachers.

We produce highly effective publications and graphic materials to support all school activities. These include custom banners, posters, and flyers; custom stationery; event programs and tickets; PTA publications; student agendas, daily planners, magazines, and yearbooks; desktop helpers, and many

other custom-made products. Go to www.montgomeryschoolsmd.org/departments/egps. Scroll down to Products and Publications and click on Publications Gallery to see examples of our products.

Contact our Customer Service office at egps@mcpsmd.org; call 301-279-3110 or 301-279-3309; or go to www.montgomeryschoolsmd.org/departments/egps/services/cust_serv.aspx.



Editorial Help Desk

THE EDITORIAL HELP DESK (EHD) provides editing and writing services for MCPS. EHD produces these reference publications: *MCPS Correspondence Manual*, *MCPS Editorial Stylebook*, and *MCPS Acronyms* and maintains a website with writing resources, including a writing tip of the month.

Contact Donna_M_MarksPleasant@mcpsmd.org to request a copy of our publications or to get on our mailing list. Explore resources online at www.montgomeryschoolsmd.org/departments/egps/services/editorial/index.aspx.



Food & Nutrition

FEEDING OUR FUTURE

MONTGOMERY COUNTY PUBLIC SCHOOLS



THE DIVISION OF FOOD AND NUTRITION SERVICES (DFNS) provides tasty, high-quality, nutritious meals to schools.

Dedicated employees are innovative in their efforts to serve meals and respect each student's needs and differences. Meals are provided in a cost-effective, efficient operation.

- Purchased foods, ingredients, and preparation techniques are reviewed to ensure compliance with nutritional guidelines and the Dietary Guidelines for Americans.
- Menus are planned by licensed, registered dietitians and analyzed by computer to ensure maintenance of dietary goals, such as the 30 percent or less target for calories from fat over a week's menus.

DFNS participates in several local and national programs, including these:

- **Free and Reduced-price Meals System (FARMS).** Families must apply each year to determine their student's eligibility for FARMS. Applications are due in September, and the online form is available at www.myschoolapps.com/Application. Paper application forms are also available.
- **The Summer Meals Program** provides nutritious meals at no cost to children 18 years of age and younger. This program is designed to bridge the "nutrition gap" when school is out. Children 18 or younger may come to designated locations



Monday through Friday to receive a healthy and nutritious lunch. Call to find out if your school is a designated location.

- **Maryland Meals for Achievement**, a research-based program, provides a classroom breakfast to all students in the school; 75 schools participate.
- **The After-school Snack Program** provides nutritious snacks for students up to age 18 who participate in supervised after-school programs.
- **Outdoor Education.** Breakfast, lunch, dinner, and an evening snack are provided and served family-style. Meals are planned to satisfy the extra requirements needed for outdoor activity.

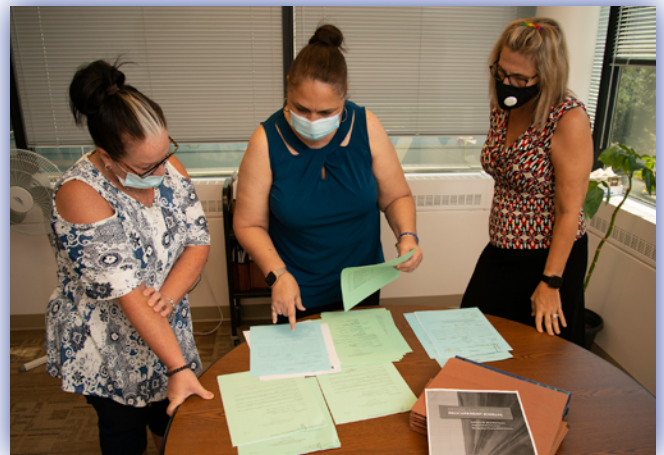
Contact us at **240-740-7400** or email DFNSOffice@mcpsmd.org.



MCPS PROCUREMENT provides vendor contracts for schools and offices to purchase high-quality goods and services at reasonable costs, in line with the school system's mission, vision, and strategic goals.

The MCPS Business Hub

- The MCPS Business Hub is the financial system where schools and offices can go to order supplies and services. The link to the MCPS Business Hub is www.montgomeryschoolsmd.org/departments/hub/.
- Schools can create requisitions for the DMM Warehouse Shop, catalog/contracted bid items (contract summaries), and non-catalog requests.
- First, please complete the training. Go to the link above and click on the link at the bottom of the list on the gray sidebar to the left.



- » Once the training is completed, a principal or director can request access through the User Management Security Access Portal (UMSAP), located under Access to the Hub in the gray sidebar to the left.
- » When you gain access to the MCPS Business Hub, open the Business Hub dashboard and click on the Help Desk, then Help Library for tips, guides, screencasts, and the *to the Point (TTP) Video playlist*.

- MCPS has two "punchout" vendors on the MCPS Business Hub Procurement Page: Staples and Lakeshore Learning. These punchouts provide access to the vendor websites to enhance the shopping experience and offer special pricing for MCPS locations.

- The MCPS Purchasing Card (P-card) Program streamlines the process of buying items that are not on a bid list/contract summary and cost less than \$250. Purchasing cards are connected to MCPS Business Hub accounts that are associated with a school or other location. For more information, please go to www2.montgomeryschoolsmd.org/departments/procurement/purchasing-card.

Visit our Procurement web page for information about supplier discounts, water cooler services, and how to search for supplies and services.

Contact us for more information at **240-740-7600**.





Taylor Science Materials helps students see science in action by providing learning kits designed for Grades 1 through 12.

Teachers may order kits for use over two marking periods. Kits are delivered by the (Pony) Mail and Parcel Delivery service. We suggest teachers use the materials list provided in the kit to inventory materials before they begin instruction. Teachers are responsible for returning the kits on time.

Your school may purchase science kits for extension activities in elementary, middle, or high school, using the general science materials catalog.



Visit the website for instructions for ordering materials and preparing kits properly for return. Go to www.montgomeryschoolsmd.org/departments/materials/order-supplies/science-kits/.

Contact Tammy Acton at **240-740-3870** or email: Tammy_Acton@mcpsmd.org

Media and Instructional Support Materials

WE HELP YOUR MEDIA STAFF with orders for subscriptions, music materials, bookbinding, digital resources, and MCPS forms.

For the most current listings of textbooks and instructional materials, go to *myMCPS*, click on Curriculum, and then Instructional Center.

VIDEO SERVICES has hundreds of DVD titles featuring family life and human

development content as well as popular titles on other educational subject matter. Many of our films are closed captioned. Schools may request materials for Honors Music classes.



Contact us with questions at **301-279-3122** or go to www.montgomeryschoolsmd.org/departments/materials/media-instructional/



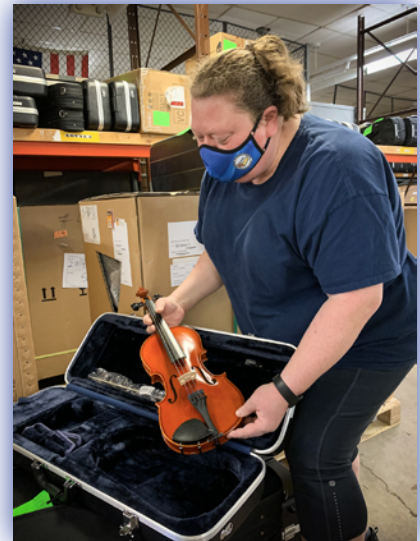
The **MCPS PROPERTY OFFICE** works with commercial vendors, MCPS Procurement (p. 4), and our schools to receive, barcode, and distribute fixed assets systemwide. Examples include pianos, printers, computers, kilns, and smartboards. Each summer, we work closely with the schools to inventory fixed assets in MCPS facilities. Each location is scheduled to be inventoried every two years. To add any items that directly come to your location, or were purchased via P-CARD, please use [Form 234-18](#).

We also work with schools and central offices to remove fixed assets where they are no longer beneficial. Schools can request this service by using [Form 234-17](#).

TEAMWORKS COPIER SERVICE

TEAMWORKS COPIER SERVICES is the copier equipment and maintenance program for all MCPS schools. We provide all teachers with dependable, readily available copiers throughout each school day. We normally complete repair service within 36 hours.

The principal has assigned a staff member in your school to be the copier service partner. This person is responsible for handling toner, staples, and paper; showing fellow staff members how to use the copier properly; and requesting repair service when needed.



The Property Office also conducts online auctions of surplus items, which assists in the overall efficiency of MCPS operations.

Contact the Property Office with questions at **301-279-3245** or visit <https://www2.montgomeryschoolsmd.org/departments/materials/order-supplies/surplus/barcode-list/>



Visit our website at www2.montgomeryschoolsmd.org/departments/copyplus/teamworks/

Contact TeamWorks Central with questions at **301-279-3110**, or email teamworks@mcpsmd.org.



DEPARTMENT OF MATERIALS MANAGEMENT provides solutions to various materials management problems, including special equipment, furniture, and even relocation services. We provide labor, equipment, and transportation necessary to move teachers from one location to the next.

To request moving assistance, fill out the Teacher Moving Assistance Request form at www.montgomeryschoolsmd.org/departments/materials/move-deliver/teacher-transfer.aspx.

Visit our website for guidance to ensure a successful move www2.montgomeryschoolsmd.org/departments/materials/move-deliver/relocation-guidelines/.

WE OFFER FREE RENTALS of tables, risers, portable stages, and floor coverings for special events and performances. Fill out the order form at www.montgomeryschoolsmd.org/departments/materials/move-deliver/rental-form.aspx.

Contact us with questions at **301-279-3346** or email us at DMMWarehouse@mcpsmd.org.





WE MAKE SCHEDULED VISITS to your school to pick up and deliver MCPS-related mail. Our services include the following:

- interoffice mail
- address labeling and special handling for bulk USPS mailings
- Individual pieces related to your school business
- daily delivery of Copy-Plus instructional materials ordered by teachers.

We distribute districtwide publications, instructional products, and MCPS forms ordered by schools from our warehouse store.

Our weekly schedule:

- Tuesday, Thursday, and Friday: Deliveries and pick-ups.
- Monday and Wednesday: Deliveries only.

For emergency service, contact either **Ron Parrott**, operations supervisor, at **301-517-8295** or **240-372-9597 (cell)**, or **Nick Regalia**, mailroom supervisor, at **240-832-2880 (cell)**.



COPY-PLUS is the instructional materials printing and delivery service for MCPS teachers. Teachers may place work requests online (using Google form) or by submitting hard-copy masters through the Pony Mail and Parcel Delivery service (see above). Turnaround time is one calendar week. Color copying is available, as also mailing services to the family addresses provided by your school.

Call **301-251-4492** with questions or visit the website at www.montgomeryschoolsmd.org/departments/copyplus/.



MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.**

For inquiries or complaints about discrimination against MCPS students*	For inquiries or complaints about discrimination against MCPS staff*
Director of Student Welfare and Compliance Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 SWC@mcpsmd.org	Human Resource Compliance Officer Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2100, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
For student requests for accommodations under Section 504 of the Rehabilitation Act of 1973	For staff requests for accommodations under the Americans with Disabilities Act
Section 504 Coordinator Office of Academic Officer Resolution and Compliance Unit 850 Hungerford Drive, Room 208, Rockville, MD 20850 240-740-3230 RACU@mcpsmd.org	ADA Compliance Coordinator Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2100, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff*	
Title IX Coordinator Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 TitleIX@mcpsmd.org	

**Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, mCCR@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or www2.ed.gov/about/offices/list/ocr/complaintintro.html.*

***This notification complies with the federal Elementary and Secondary Education Act, as amended.*

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or PIO@mcpsmd.org. Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) mcpsinterpretingservices@mcpsmd.org, or MCPSInterpretingServices@mcpsmd.org.

Customer Service Resources

Warehouse Store

- Call **301-279-3346** with questions on what's available and how to order from our store.
- Browse our catalog at www2.montgomeryschoolsmd.org/departments/materials.

Custom Printing

- Contact our Customer Service department at egps@mcpsmd.org; call **301-279-3110** or **301-279-3309**; or go to www2.montgomeryschoolsmd.org/departments/egps/services/cust_serv/.

Copy-Plus

- Contact Copy-Plus at **301-251-4492** or go to www2.montgomeryschoolsmd.org/departments/copyplus/.

TeamWorks

- Contact TeamWorks Central at **301-279-3110** or email teamworks@mcpsmd.org.

Food and Nutrition Services

- Call **240-740-7400** with questions about food services or email DFNSOffice@mcpsmd.org. This phone number is also for calls related to the Free and Reduced-price Meals program.

MCPS Procurement

- For information on how to get supplies and services, call the Procurement hotline at **301-279-3555** or email the Procurement drop box at procurement@mcpsmd.org.

Taylor Science Materials

- To order science learning kits, contact Tammy Acton at **240-740-3870** or email TaylorCenter@mcpsmd.org.

Media and Instructional Support Materials

- Call **301-279-3122** or go to www.montgomeryschoolsmd.org/departments/materials/media-instructional.

Moving Solutions & Logistics

- Fill out the Teacher Moving Assistance Request form at www.montgomeryschoolsmd.org/departments/materials/move-deliver/teacher-transfer.aspx.

DMM Pony Services: Mail and Parcel Delivery

- Learn more at www.montgomeryschoolsmd.org/departments/materials/move-deliver/mail.aspx

Property Office Tracking and Reporting

- Call **301-279-3245** with questions.

Editorial Help Desk

- [Donna M. MarksPleasant@mcpsmd.org](mailto:Donna.M.MarksPleasant@mcpsmd.org) to request a copy of our publications or to get on our mailing list.



Montgomery County Public Schools
DEPARTMENT OF MATERIALS MANAGEMENT
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301-279-3346
Fax: 301-279-4998
Rachel DuBois, director

