

Procurement of all supplies, materials, equipment, and services paid for from district funds shall be made in accordance with all applicable federal and state statutes, board policies, and administrative guidelines. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in policies BBAB-A, GBCA-A, GBCA-B and GBCA-C.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

It is the policy of the Board of Education that the district administrator seek at least two (2) price quotations on purchases of more than \$50,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the district.

Competitive Bids

Purchase of and contract for projects will be subject to a competitive bid process as and when required by law.

Bids shall be sealed and shall be opened by the district administrator in the presence of the business manager and at least one (1) witness. Each bidder may be required to submit a sworn statement regarding:

- financial ability to complete the contract, including the posting of a bond where appropriate or required;
- nature and quality of equipment to be used in performing the contract;
- experience and past performance in performing the contract;
- such other information the district deems relevant to the protection and welfare of the public in the performance of the contract or that are required by applicable law.

Such statements shall be delivered to the district no later than five (5) days prior to the bid opening, or as directed by the applicable request for proposals (RFP), and shall be kept confidential by the district, except upon the written order of the person submitting the statement or on behalf of whom the statement is submitted, for the necessary use by the district in qualifying the person/bidder for the district. The statements shall be reviewed, and the bidder notified if they are qualified to submit a bid.

The board reserves the right to reject any and all bids.

Contracts can be awarded by the district administrator without board approval for any single item or group of identical items costing less than \$50,000. All other contracts require board approval prior to purchase.

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Purchasing Items with Federal Grant Funds

- (a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$10,000 (\$ 200.67 Micro-purchase). To the extent practicable, the non-federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-federal entity considers the price to be reasonable. The district administrator will assist the business manager with determining micro-purchases.
- (b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold of \$250,000. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources. The district administrator will assist the business manager with determining small purchases. Quotes will be gathered from vendors, compared for price and quality, and electronically stored as purchase order backup.
- (c) Procurement by sealed bids over \$250,000 (formal advertising). Bids are publicly solicited, and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction if the conditions in paragraph (c)(a) of this section apply.
- a. In order for sealed bidding to be feasible, the following conditions should be present:
- i. A complete, adequate, and realistic specification or purchase description is available;
 - ii. Two or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. The procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.
- b. If sealed bids are used, the following requirements apply:
- i. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids; and for local and tribal governments, the invitation for bids must be publicly advertised;
 - ii. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

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- iii. All bids will be opened at the time and place prescribed in the invitation for bids; and for local and tribal governments, the bids must be opened publicly;
 - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life
 - 1. cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and;
 - v. Any or all bids may be rejected if there is a sound documented reason.
- (d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
- a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - b. Proposals must be solicited from an adequate number of qualified sources;
 - c. The non-federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - e. The non-federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- (e) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- a. Micro-purchases
 - b. The item is available only from a single source;

Initial Adoption: 6/28/21

Final Adoption: 8/9/21

- c. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- d. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-federal entity; or
- e. After solicitation of a number of sources, competition is determined inadequate.

[Federal Register Reference: 78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

The district administrator is authorized to purchase all items within budget allocations.

The district administrator is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the board's attention at the next regular meeting.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Before the business manager approves a requisition, he/she shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the district. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the board requires that:

- Items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- Opportunity be provided to as many responsible suppliers as possible to do business with the school district;
- Where the requisitioner has recommended a supplier, the business manager may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- Upon the placement of a purchase order, the business manager shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

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Debarred Contractors Excluded

The district shall not award any contract, agreement or subcontract for goods or services to any party that has been suspended or debarred from receiving contracts or subcontracts by the Federal Acquisition Regulations (FAR).

For any contract or subcontract with a value in excess of \$25,000, the district shall include a provision in the contract or as a condition of any subcontract award that the contracting party attest that it is not at the time of contracting a suspended or debarred party under the FAR and that, if at any time during

performance of the services or delivery of goods in the applicable contract, said contractor or subcontractor should be identified as a suspended or debarred entity by the General Services Administration, the contractor or subcontractor shall immediately notify the district of that fact, which shall serve as sufficient grounds to terminate the contract as the district determines is appropriate.

Purchasing Process

When an employee at a school needs goods/supplies, they prepare a purchase requisition online using Skyward. The requisitions are forwarded by email notification to the school supervisor for approval. Once approved, the requisitions are forwarded onto the business manager for approval and then forwarded for final approval to the district administrator. Once approved the administrative secretary-business office prints the purchase order and sends out the order as requested to the vendor.

Once the order arrives, the originator, office staff personnel or maintenance staff informs the administrative secretary-business office what goods/supplies were received. If all the goods/supplies are received and in good condition, he/she marks "Received", the date, and initials on the purchase order.

When it is time for payment, the administrative secretary-business office will match the purchase order, invoice, packing slip, and/or any other information; verify everything matches; and enter into Skyward for payment. From those documents, he/she enters the purchase order number. The computer will match the inputted number to a number on the encumbrance list. If there is a match, a payable check will be generated.

For invoices not requiring a purchase order, they are completed as a request for payment, reimbursement request, or an expense reimbursement. The requests are forwarded by paper copy or email to the immediate supervisor for approval. Once approved, these requests are forwarded on to the district administrator for the final approval. Once approved, the administrative secretary-business office verifies account numbers and generates a payable entry via Skyward. Invoices not requiring a purchase order that are sent directly to the district office are coded and entered into Skyward by the administrative secretary-business office.

The business manager processes accounts payable as needed. After checks are printed, the checks are matched to the remittance slips, accounts are confirmed by the business manager, the check register is approved by the district administrator, and the checks are mailed. The packing slips, invoices and check vouchers are scanned into Skyward by vendor and shredded.

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Final Adoption: 8/9/21

The business manager prepares bank reconciliations on the computer. The business manager enters the cash receipts, verifies, and then prepares a summary of receipts and disbursements for each month. The district administrator receives a folder monthly to review bank reconciliations, journal entries and the summary of receipts and disbursements. The business manager sends the summary of receipts and disbursements by paper to the administrative secretary-business office to be added to the board binder for the board members to approve at the monthly meeting.

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