



# HINCKLEY-BIG ROCK CUSD #429

Cultivating our future

## EXECUTIVE MEMO

TO: HBR Board of Education  
FROM: Brandon Kriesch , Director of Operations  
RE: Purchasing & Contracts  
DATE: October 16, 2024

HBR429's Purchases and Contracts policy (4:60) provides requirements on how we are to purchase goods and services. There are several references to Illinois Compiled Statutes that further detail our rules for procurement.

The law (105 ILCS 5/10-20.21) states that we are "to award all contracts for purchase of supplies and materials or work involving an expenditure in excess of \$35,000 or a lower amount as required by board policy to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, after due advertisement." There are several exemptions listed in the law for certain types of purchases.

As we seek contracts, we want to ensure that, even in the case that an exemption applies or in cases for which bidders are scarce, we are still getting competitive pricing and are able to make wise purchasing decisions. One option available to us is Joint Purchasing (or Cooperative Purchasing).

The Governmental Joint Purchasing Act (30 ILCS 525/), allows for us to use the State of Illinois joint master contracts. What this means is that we are able to "piggy back" on another governmental agency's competitive bid pricing. This not only cuts down the purchasing timeline for us but gives us options and pricing that we may not have had access to had we done our own bidding.

It is important to note that not all cooperatives or joint purchasing agreements qualify for use in public schools in Illinois. The State of Illinois's Chief Procurement Office for General Services has created the Unified Procurement Program, a joint and cooperative purchasing resource for governmental units. Their program site also provides a listing of cooperatives and consortiums that are approved for use:

<https://www2.illinois.gov/cpo/general/Pages/Documents-Referenced-in-CPO-Notice-2018.04.aspx>

Purchasing from cooperatives is not new to HBR. Recently, we joined TIPS as a part of our ENGIE project and previously we have used other joint purchasing.