



# Brownsville Independent School District

## Purchasing Process

The primary function of the Purchasing Department is to meet the product and service needs of the Brownsville Independent School District. The Procurement Guide is for managing the purchasing process throughout Brownsville ISD by examining:

- **Purchasing Responsibilities:** Meeting all Federal, State, and Local Laws including Board policies in the obtainment of the best product
- **Purchasing Process:** The process of purchasing goods and services including bidding, quoting, evaluating, and vendor selection and vendor relations.
- **Competitive Purchasing Options:** Addresses competitive purchasing options including legal requirement for procurement and award of contracts.
- **Cooperative Purchasing:** Provides a review of group purchasing.



# Brownsville Independent School District

## Purchasing Responsibility

- **PURCHASING AUTHORITY**

**Following CH (LOCAL) and CH (LEGAL) under Purchasing Authority:**

“The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$50,000 or more, which is not acquired using one of the procurement methods outlined in Education Code 44.031, including the exemptions of produce or vehicle fuel, shall require Board approval before a transaction may take place.”

- **EDUCATION CODE 44.031** – all school district contracts, except for the purchases of produce or fuel and which value is \$50,000 or more in the aggregate over a 12 month period must be competitively procured using one of the 7 methods provided by Education Code 44.031
  - (1) competitive bidding for services other than construction services;
  - (2) competitive sealed proposals for services other than construction services;
  - (3) a request for proposals, for services other than construction services;
  - (4) an interlocal contract;
  - (5) a method provided by Chapter 2269, Government Code, for construction services;
  - (6) the reverse auction procedure as defined by Section 2155.062(d), Government Code ; or
  - (7) the formation of a political subdivision corporation under Section 304.001, Local Government Code
- Exemptions to procurement law/competitive procurement and following Government Code 2254, are professional services



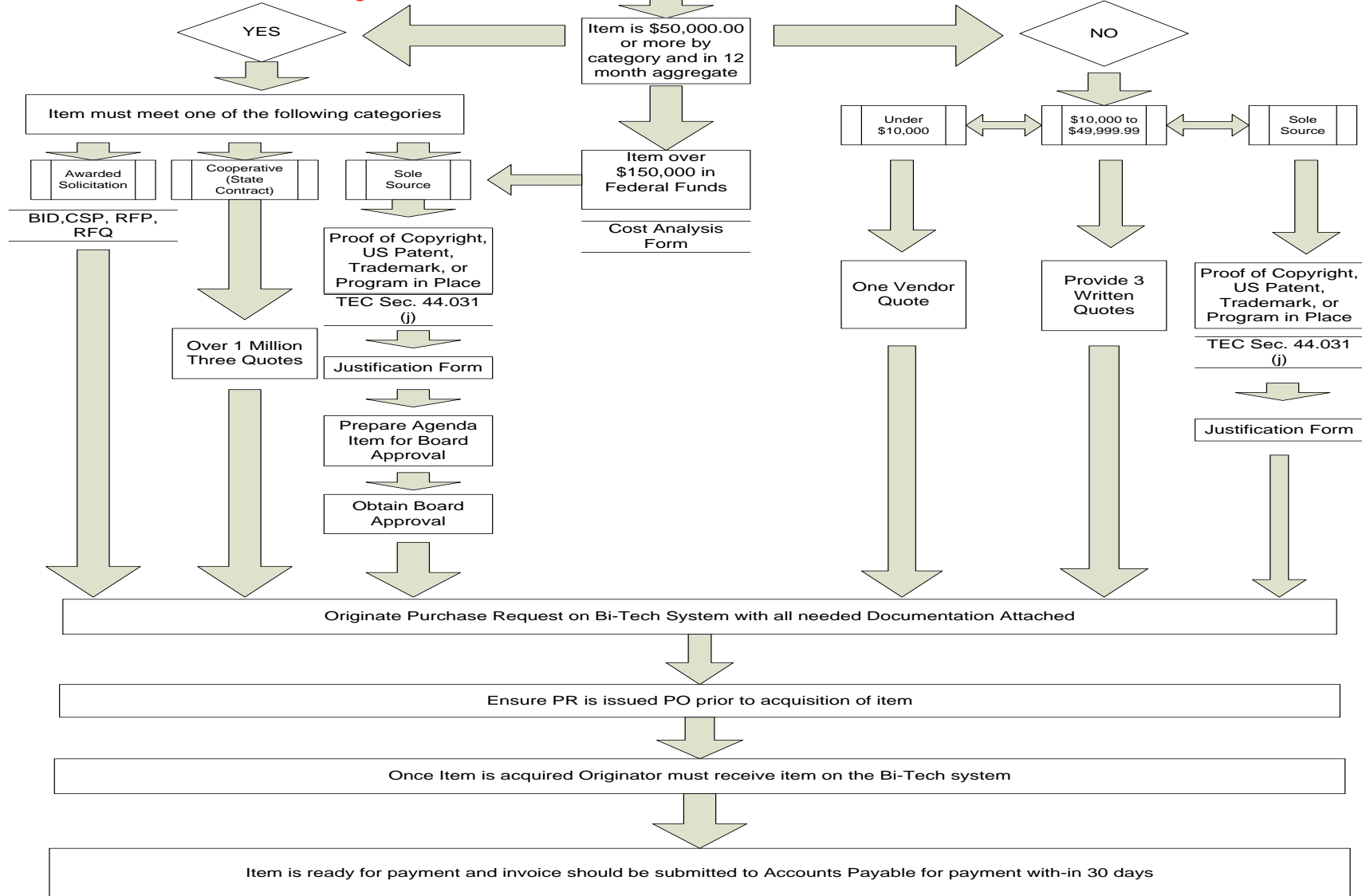
## Procurement Methods to Follow When Purchasing Goods, Materials, Services and Rentals

### ORIGINATOR IDENTIFIES NEEDS

Examples of Goods/Materials: Consumable supplies and materials or equipment used in any setting within the District.  
 Examples of Services: Consultants, motivational speakers, repairs/cleaning, professional services, or other contracted services  
 Examples of Rentals: Rentals of facilities, halls, rooms, u-hauls, and equipment

*This list shall not be considered as an absolute but will serve as a guide to all District purchases.*

**\*Federal Funds: Please Review Edgar & TEA Forms**





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## Procurement using State Cooperative and Inter-local Agreements:

Brownsville ISD does participate through Board adopted Resolutions, the use of all State awarded contracts, regional service centers, and inter-local agreements.

The following Cooperatives are used:

TCPN (Region 4)

BuyBoard

DIR

H-GAC Cooperative Purchasing Program

U.S. Communities

Region 1 includes (Library Services) and (FNS)

TIPS (The Inter-local Purchasing System)

HCDE (Harris County Department of Education)

Choice Partners

National Joint Powers Alliance

ESC-Region 19 (Allied States Cooperative)

Region 20 Pace Purchasing Cooperative

District staff is able to access all our Cooperatives through our website.

[http://www.bisd.us/purchasing/html/Employees/01\\_Cooperatives.html](http://www.bisd.us/purchasing/html/Employees/01_Cooperatives.html)