

Board Policy 705.1 Purchasing-Bidding

Background:

The current thresholds in the policy 705.1 Purchasing-Bidding are as follows:

- The superintendent shall have the authority to authorize purchases without prior board approval and without competitive request for proposals, quotations, or bids for goods and services up to \$10,000.
- For goods and services costing at least \$10,000 and up to \$25,000, the superintendent shall receive proposals, quotations, or bids for the goods and services to be purchased prior to board approval. The quotation process may be informal, and include written or unwritten quotations.
- For goods and services exceeding, \$25,000, the competitive request for proposal (RFP) or competitive bid process shall be used and received prior to board approval. RFPs and bids are formal, written submissions via sealed process.

Business Manager Greenfield and Superintendent Peter are requesting an increase in the current thresholds. They recommend the board discuss the following thresholds.

- The superintendent shall have the authority to authorize purchases without prior board approval and without competitive request for proposals, quotations, or bids for goods and services up to \$50,000.
- For goods and services costing at least \$50,001 and up to \$195,999, the superintendent shall receive proposals, quotations, or bids for the goods and services to be purchased prior to board approval. The quotation process may be informal, and include written or unwritten quotations.
- For goods and services exceeding \$196,000, the competitive request for proposal (RFP) or competitive bid process shall be used and received prior to board approval. RFPs and bids are formal, written submissions via sealed process.

Recommended Action:

I recommend the board discuss increasing the thresholds on this policy.