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## Business and Noninstructional Operations

BP 3311(a)

### BIDS

The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. The Superintendent or designee shall establish procedures to implement these requirements. Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.

~~The Superintendent or designee shall establish procedures to insure that verbal quotes are obtained for purchases between \$500 and \$2,000, that informal written quotes from at least three (3) vendors are obtained for purchases between \$2,000 and \$50,000, and that formal advertised bids are solicited for purchases over \$50,000.~~

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

#### Purchases Made Under Federal OMB Funding Awards

All bids under Federal awards must be made in accordance with the standards set forth in 2 CFR 200.320.

One of the following five methods of procurement shall be used for each purchase under a federal award:

1. Micro-purchases: Less than \$3,000 (\$2,000 for purchases subject to the Davis-Bacon Act)
  - a. No competitive quotes required
  - b. Purchases should be spread among qualified suppliers
2. Small Purchases: Between \$3,000 and \$150,000
  - a. Rate quotes must be obtained from an adequate number of qualified sources
  - b. Quotes can be obtained from suppliers or from public websites
3. Sealed bids: Purchases more than \$150,000
  - a. Two or more qualified bidders are required
  - b. Bids must be publicly advertised and solicited from adequate suppliers
  - c. Lowest bidder for the fixed price contract with specific requirements shall be awarded the contract
4. Competitive Proposals: Purchases more than \$150,000
  - a. A written policy must be adopted for conducting technical evaluations of reviewing proposals and selecting the recipient
5. Sole Source: Purchases of any amount that meet one of the following four requirements
  - a. Good/service is only available from a single source
  - b. Only one source can provide the good/service in the time frame required
  - c. Written pre-approval from the Federal awarding agency
  - d. Competition is deemed inadequate, after solicitation attempts through one of the other methods

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## **Business and Noninstructional Operations**

BP 3311(b)

### **BIDS**

#### **Minority Bidding**

When procuring contracts under federal awards set forth in 2 CFR 200.320, the District must take affirmative steps to utilize minority businesses, women's business enterprises, and labor surplus area firms when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

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#### **Other Purchases**

The Superintendent or designee shall establish procedures to insure that verbal quotes are obtained for purchases between \$500 and \$2,000, that informal written quotes from at least three (3) vendors are obtained for purchases between \$2,000 and \$50,000, and that formal advertised bids are solicited for purchases over \$50,000.

#### **Exemption from Formal Competitive Procedures and Reporting**

Even when the estimated amount of equipment, supplies, and services is fifty thousand dollars (\$50,000) and above, formal competitive procedure requirements in Board Policy need not be followed in conjunction with the acquisition of the following:

1. Books, films, periodicals, and other educational materials;
2. Proprietary (sole source) items for which no competition exists;
3. Weekly and monthly food service requirements relative to perishables, emergency requirements, and the requests which cannot reasonably be obtained on a timely basis through the formal competitive procedures;
- ~~4. Goods or services from agencies of the Federal, State, or local government;~~

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## **Business and Noninstructional Operations**

BP 3311(c)

### **BIDS (continued)**

- ~~5.4.~~ Goods or services available from local vendors on State of Alaska or Federal GSA contracts;
- ~~6.5.~~ Professional services (such as property and casualty insurance) purchased jointly with the State of Alaska or Federal GSA.
- ~~7.6.~~ Goods or services purchased for and to be reimbursed by student/parent teacher organizations;
- ~~8.7.~~ Items traded in on like items;
- ~~9.8.~~ Professional or consultant services (such as legal, negotiations, or educational services) not including architectural/engineering design services.

### **E-Rate Purchases**

Purchases made pursuant to the E-Rate program, which is governed by the Federal Communications Commission, shall be made on a competitive basis subject to the provisions of this paragraph. Such purchases are not subject to any provisions in the school district purchasing policies or regulations that may be inconsistent with the E-Rate purchasing provisions.

The Superintendent is designated to oversee the E-Rate application process in order to ensure that it is accurate and that the equipment and services to be purchased are eligible for E-Rate funding. Said individual shall devise an open, fair, competitive bidding process, separate and apart from other District procurement policies, that meets all rules of the E-Rate program. This process shall be overseen by, and subject to the approval of, the Superintendent for the District.

(cf. 9270 - Conflict of Interest)  
(cf. 4030 - Nondiscrimination in Employment)  
(e. 3310 – Purchasing Procedures, Procurement)

#### *Legal Reference:*

##### ALASKA STATUTES

14.14.060 Relationship between borough school district and borough  
14.14.060 (h) Procurement of supplies and equipment  
14.14.065 Relationship between city school district and city  
14.03.085 Procurement preference for recycled Alaska products  
29.71.050 Procurement preferences for recycled Alaska products  
35.15 Construction Procedures  
36.15.020 Use of local agricultural and fisheries products required in purchases with state money

##### ALASKA ADMINISTRATIVE CODE

4 AAC 27.085 Competitive pupil transportation proposals  
4 AAC 31.080 Construction and acquisition of public school facilities

##### CODE OF FEDERAL REGULATIONS

2 C.F.R. 200.317-326, Procurement Standards

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS, 851 P.2d 56 (AK 1992)

Revised 9/93, 6/09, 3/1/17, 10/2017  
Reviewed 4/07