

### ***3075 - Requests for Proposals***

The School Board intends to provide the School District with the best possible contractual services in the most efficient manner. Therefore, it is necessary that the administration implement the attached regulations regarding Request for Proposals (RFP's) when contracting for consultants, contract supervision, and significant construction work. In addition, proposals must be sought when contracting for negotiations, general legal counsel, auditors, architects, and other contractual services.

The District's administration is authorized to enter into a joint purchasing agreement with the State of Minnesota to allow the District to purchase goods and services listed on the State's contract index at the prices and terms available to the State. The District is not required to obtain bids and quotations for purchases made from the State's contract index.

Reference: MSA 123.37

Adopted: 9-21-93 ISD 709

Revised: 6-21-94

6-20-95

2-17-98

### **3075R - Requests for Proposals**

The minimum amount at which proposals must be sought is \$25,000. Any contract for services estimated to exceed \$5,000 but not to exceed \$25,000 must be made by obtaining three (3) or more written quotations. The quotations must be kept on file for a period of at least two years after receipt thereof. However, the School Board, by action, may request RFP's on anticipated lesser amounts. If a quotation is sought for a service \$5,000 or under, the quotations must be kept on file for at least two years.

The supervisor of a function is the person responsible for drafting the Request for Proposals which must include, but not limited to, the following information:

The RFP must include a page for corporate/individual name, phone, fax, address, and basic background information.

The RFP must include a page for history of similar projects and/or experience.

The RFP must include a narrative on how the specifications that are included in the proposals will be met.

The RFP must include a breakdown of cost for each of the items in the specifications of the proposals.

The RFP must include a calendar of timelines for meeting the items in the proposal.

The RFP must include a page of specifications of the proposals.

The RFP must include signature pages.

The RFP must include dates and times proposals must be submitted as well as the manner of submitting proposals.

The supervisor is responsible for preparing tabulations, summaries, explanations, and recommendations regarding RFP's prior to submitting them to the School Board. These are to be reviewed before meetings by the division administrator and forwarded to the Superintendent for distribution to the School Board.

All Requests for Proposals must be approved by the School Board.

Approved: 9-21-93 ISD 709

Revised: 5-17-94

6-20-95

5-21-2002