

McCall Donnelly School District #421

FINANCIAL MANAGEMENT

Policy 7403

Procurement of Goods and Services for School Meal Programs

When making purchases related to the District federally funded school breakfast and lunch programs, the District shall adhere to the following requirements in addition to any more restrictive requirements imposed by other applicable policies.

Micro Purchases (\$10,000 or Less)

The District shall, to the extent practicable, distribute micro purchases equitably among qualified suppliers. Micro purchases may be awarded without soliciting competitive quotes if the District considers the price to be reasonable. The District shall maintain evidence of this reasonableness with the records of any such purchase.

Small Purchase Procedures (\$10,000 to ~~\$49,999~~ 100,000)

Before making a small purchase, the District shall obtain quotes from vendors. When possible, three quotes should be obtained, and in all cases at least two quotes will be obtained. These quotes may be provided verbally and shall be documented by the District.

Semi-Formal Bidding (~~\$50,000 – \$99,999~~ 100,000 - \$250,000)

The District shall issue a written request for bids for any purchase subject to semi-formal bidding requirements. This request describing the goods or services desired shall be provided to at least three vendors. Unless there is an emergency, the District shall grant the vendors three days to provide a written response. In all cases, the vendors shall have one day to submit any objections.

Formal Bidding (~~\$100,000~~ 250,000 or More)

At least two weeks before the bid opening, the District shall publish notice of the request for bids. The District shall make bid specifications available upon request and will accept written objections. The District may, at its discretion, request a security or bond from vendors submitting bids.

The purchase shall be made through an open competitive sealed bid process with the procurement to be made from the qualified bidder submitting the lowest bid price complying with bidding procedures and meeting the specifications for the goods and/or services sought to be procured. All bids shall be publicly opened at the time and place prescribed in the invitation for bids.

A firm fixed price contract shall be awarded to the lowest bid that meets all of the material terms and conditions of the invitation for bid and which was submitted by a responsible

bidder. This contract may specify a lump sum or a per unit price. The District may reject any bid if there is a sound and documented reason to do so.

Legal References:	2 CFR § 200.319	Competition
	2 CFR § 200.320(a) and (b)	Methods of Procurement to be
Followed		
	2 CFR § 200.67	Micro-purchase
	I.C. § 67-2806	Procuring Services or Personal
Property		

Policy History:

Adopted on:	May 2021
Revised on:	October 2025