

### 3075R - Bids/Quotes/Requests for Proposals(RFP's)

~~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.~~

~~Current contract limits as defined by uniform municipal contracting law.~~

#### 1. Contracts over \$100,000

If the amount of the contract is estimated to exceed \$100,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.

#### 2. Contracts from \$25,000 to \$100,000

If the amount of the contract is estimated to exceed \$25,000 but not to exceed \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof.

3. Contracts less than \$25,000

If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt thereof.

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

1-19-2010