

No. _____



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

Topic: Approval of changes to CH Local and new CH Regulations Policy

Submitted by: Ms. Cordelia Flores-Jackson of: Purchasing

Approved for transmittal to school board: May 20, 2015

Recommendation:

The Administration recommends approval of the changes to CH Local as it pertains to electronic bidding as well as the approval of CH Regulations that goes along with the changes to CH local.

Board Policy Reference and Compliance

CH Local
CH Regulations

PURCHASING AND ACQUISITION

CH
(LOCAL)

PURCHASING
AUTHORITY

The Superintendent or designee shall determine the method of purchasing to be used, in accordance with CH(LEGAL), and to make budgeted purchases or purchases otherwise authorized by Board action unless state law requires the Board to make or approve a purchase.

Requests to participate in procurement programs authorized under Government Code 791.001 and 791.011—interlocal agreements authorized under Government Code 791.025(b)(c); the state purchasing program authorized under Local Government Code 271.083; or cooperative purchasing programs authorized by Local Government Code 271.102—shall be submitted to the Board for consideration and approval. District participation in these programs shall satisfy all state requirements regarding competitive procurement methods.

With the exception of purchases made via an interlocal agreement, a purchasing cooperative, and/or the state-approved contract, all transactions and/or contracts valued at \$50,000 or more per year, either as a single purchase or in the aggregate, shall require prior approval from the Board.

COMPETITIVE
BIDDING

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be submitted in sealed envelopes, plainly marked with the name of the bidder and the time of opening. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids. On bids that are not required by law, the Board shall consider price, quality, suitability of the product, the bidder's references and record for responsibility, the bidder's knowledge of the product, and service.

For the purchase of like items from unapproved vendors in the amount of \$10,000 to \$49,999.99, written quotes shall be obtained by the District's purchasing department to determine the best value to the District. For purchases of like items from unapproved vendors in the amount of \$1,000 to \$9,999.99, written quotes shall be obtained by the requestor and verified by the District's purchasing department. A policy of obtaining quotes for price comparisons shall be a continuing process to ensure the District's receipt of the lowest prices for supplies and materials.

All records regarding District bids shall be kept on file in the business office.

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EMERGENCY PURCHASES	In emergency situations, the Superintendent may approve, to the extent permitted by law, the purchase of supplies, equipment, or services for less than \$50,000 without the quote requirement. Such emergency purchases shall be disclosed to the Board at the next regularly scheduled Board meeting.
COMPETITIVE SEALED PROPOSALS	<p>If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the proposer and the time of opening. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time for opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.</p> <p>The District may reject any and all proposals.</p>
ELECTRONIC BIDS OR PROPOSALS	The District shall accept competitive bids or proposals through electronic transmission in accordance with administrative regulations. Such regulations shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; ensure that electronic bids remain effectively unopened until the proper time; and ensure proposals submitted by facsimile or through electronic means remain secure and confidential until the appropriate time.
CREDIT CARDS	<p>The District shall have only one credit card account, which shall be chosen and maintained by the Superintendent. Purchases with the District credit card shall only be for purposes related to District business. The Superintendent shall be the only District employee with permission to authorize use of the District credit card by another District employee. The Superintendent shall establish procedures for use of the credit card account so that all use is thoroughly documented.</p> <p>Any points earned through the use of the District's credit card shall be the property of the District and shall be used only for the benefit of the District, its students, or the uses related to the District's educational purpose, as approved by the Superintendent.</p>
RESPONSIBILITY FOR DEBTS	The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board policy and current administrative procedures. The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control; per-

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sons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASE
COMMITMENTS

All purchase commitments shall be made by the Superintendent or designee on a properly drawn and issued purchase order, in accordance with administrative procedures.

PERSONAL
PURCHASES

District employees shall not be permitted to purchase supplies or equipment for personal use through the District's business office.

CRIMINAL HISTORY

The District shall not consider for contract approval a business whose owner or operator has a criminal record that includes a conviction, deferred adjudication, or plea of guilt or *nolo contendere* for any felony offense.

**ELECTRONIC BIDS
AND PROPOSALS**

In addition to the procedures for the formal bidding and proposal process outlined in the TEA *Financial Accountability System Resource Guide*, the following procedures will be followed when bids and proposals are submitted by e-mail:

1. Bids or proposals will be submitted to a general e-mail address assigned to the Purchasing Services Department for electronic proposals and bids during the open bid period.
2. Bids or proposals sent to any other e-mail address will not be considered.
3. Bids or proposals must be sent as an attachment to an e-mail.
4. The subject of the e-mail must read "Electronic Proposal" or "Electronic Bid".
5. The e-mail message must contain the bidder's or proposer's full name, address, and phone number.
6. All e-mailed bids or proposals will be date and time stamped as determined by the designated District recipient's e-mail account.
7. Attachments to e-mails will remain unopened by the District until the date and time indicated on the request for bids or proposals.
8. An e-mail notification confirming receipt of the bid or proposal will be sent by the designated District e-mail recipient.
9. The District will not be responsible for any delay of delivery, including delays related to e-mail programs, servers, or acts of nature