

Policy DJED: Bids and Quotations

Status: DRAFT

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Bid Openings

It is the intent of the Jackson County School District that all bid openings be conducted with transparency and accountability. Whenever feasible, bid openings should be scheduled to take place at the time, date, and place of Board of Education meetings. If however a bid opening cannot be scheduled to coincide with a meeting of the Board of Education, the opening of a previously advertised bid call may be conducted at the legally designated time and place provided that that at such openings the Superintendent or an Assistant Superintendent designated by the Superintendent¹, the Business Manager or Assistant Business Manager², and the Human Resources Director³ are present at such bid opening. the following personnel are present:

1. District Leadership Team Representative

- To ensure a member of the district's executive leadership is in attendance to oversee the process and represent the district's strategic interests.

2. District Finance Team Representative

- To ensure the process conforms with all relevant statutory financial frameworks, district financial policies, and to address any potential audit questions with firsthand knowledge.

3. Responsible Department Head or designee

- To ensure the presence of the individual most familiar with the specific needs and technical requirements of the goods or services being procured, and to confirm that bids align with departmental objectives and specifications.

All bid tabulations for bid openings that are not conducted at a meeting of the Board of Education shall be presented to the Board at a time determined by the Board or, if a time for presentation of bid tabulations has not been determined by the Board, such bid tabulation shall be presented no later than the next regularly scheduled meeting of the Board after such bid opening. The bid tabulation report shall include the tally of the bids, a listing of those present, as well as the time, date and place of the bid opening and be an agenda item. All documents relating to bid openings shall be handled in a manner consistent with maintaining the integrity of the process as required by law.

The Board of Education of the Jackson County School District further declares its intent that this policy shall also be applicable to the request for proposal to provide property, casualty and liability insurance coverage for the Jackson County School District.

¹The purpose of having the Superintendent of Education or his designated Assistant Superintendent present at bid openings insures that a member of the district leadership team is in attendance.

²The purpose of having the Business Manager or Assistant Business Manager present at all bid openings is intended to insure that the process is in conformity with the statutory framework and in order that any audit questions can be addressed from first hand knowledge.

³The District Human Resource Director's presence is intended to insure compliance with District policy.