



# UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

**TOPIC:** Approval of First and Final Reading of CH (LOCAL) Board Policy (Purchasing and Acquisition)

**SUBMITTED BY:** Ms. Cordelia Flores Jackson **OF:** Purchasing Director

**APPROVED FOR TRANSMITTAL TO SCHOOL BOARD:** \_\_\_\_\_

**DATE ASSIGNED FOR BOARD CONSIDERATION:** August 22, 2018

**RECOMMENDATION:**

The district is recommending that the United ISD Board of Trustees approve the First and Final Reading of CH (LOCAL) Board Policy (Purchasing and Acquisition) as per attached

**RATIONALE:**

**BUDGETARY INFORMATION:**

**POLICY REFERENCE & COMPLIANCE:**

CH Local – Purchasing and Acquisition  
CH Legal – Purchasing and Acquisition

**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 in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. 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 Any bid may be withdrawn prior to the scheduled time for opening.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~~\$25,000 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~~\$3,500 to ~~\$924~~\$924,999.99, 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.

PURCHASING AND ACQUISITION

CH  
(LOCAL)

<b>Emergency Purchases</b>	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.
<b>Competitive Sealed Proposals</b>	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 in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. 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 of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.  The District may reject any and all proposals.
<b>Electronic Bids or Proposals</b>	Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.
<b>Credit Cards</b>	The District shall have only one credit card account, which shall be chosen and maintained by the Superintendent. Purchases made 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.  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.
<b>Responsibility for Debts</b>	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 the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

PURCHASING AND ACQUISITION

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(LOCAL)

- Purchase Commitments** All purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District's purchasing procedures.
- Personal Purchases** District employees shall not be permitted to make purchases 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.