

Book	Policy Manual
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6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative guidelines. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130, Policy 3230, and Policy 4230 – Ethics and Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

It is the policy of the Board of Education that the District Administrator requires two price quotations for any item or group of items in a single transaction expected to cost more than \$5000, except in cases of emergency, when the materials purchased are of such a nature that price negotiations would not result in a savings to the District, or when it is not practical and considered not in the financial best interest of the District.

Competitive Bids for construction and/or remodeling

Purchase of and contract for projects will be subject to a competitive bid process as and when required by law.

When the purchase of, and contract for, single items of supplies, materials, or equipment is reasonably anticipated to reach the amount of \$25,000 or more, the Business Department shall direct the competitive bid process. Negotiated prices may be necessary when single source suppliers are used.

Bids shall be received by the Chief Finance and Business Services Officer or designee. A bidder may be required to submit a sworn statement regarding:

- A. financial ability to complete the contract, including the posting of a bond where appropriate or required;
- B. nature and quality of equipment to be used in performing the contract;
- C. experience and past performance in performing the contract;
- D. such other information the District deems relevant to the protection and welfare of the public in the performance of the contract or that are required by applicable law.

Such statements shall be delivered to the District prior to or along with the bid, or as directed by the applicable RFP, and shall be kept confidential by the District, except upon the written order of the person submitting the statement or on behalf of whom the statement is submitted, for the necessary use by the District in qualifying the person/bidder or the District. The statements shall be reviewed and the bidder notified if it is qualified to submit a bid.

Contracts issued as a result of a quote, bid, negotiation or RFP process in excess of \$200,000 shall be approved by the Board.

General Provisions

The Board reserves the right to reject any and all bids.

The District Administrator is authorized to purchase all items within budget allocations. **(X)** For additional information on hiring consultants, see Policy 8125 - Consultants. **{END-OF-OPTIONS}**

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase varies materially from the function or scope as budgeted.

The District Administrator is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

Before the requisitioner initiates a purchase order, s/he shall check whether: (a) the proposed purchase is subject to bid, (b) whether sufficient funds exist in the budget and (c) the goods or services might be available elsewhere in the District. All purchase orders shall be generated through the District financial management software.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the School District;
- C. where the requisitioner has recommended a supplier, the Business Department may suggest alternatives to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by using a different supplier;
- D. upon the placement of a purchase order, the Business Department shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Chief Finance and Business Services Officer shall determine expenditures allowed without a properly signed purchase order.

Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment by lease, installment payments, lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the specific terms, including price, of such a purchase.

Debarred Contractors Excluded

For any contract or subcontract, the District may verify that the contractor or subcontractor and any principle is not listed on the General Services Administration's list of debarred or suspended contractors in the Excluded Parties Listing System (EPLS) Findings may serve as sufficient grounds to terminate the contract as the District determines is appropriate.

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Legal 120.12(24), 66.0133, Wis. Stats.
 2 C.F.R. Section 200.213; 200.318 - 200.326
 48 C.F.R. Section 9.4