

**PURCHASING**

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# Objective

- The objective of the public purchasing function is to purchase the best products, materials, and services at the lowest practical prices **within relevant statutes and policies**. Procurement policies must, of course, accommodate the school district's unique operating environment and needs. While school district administrators are not authorized to override state law or board policy, they can customize the purchasing function to provide for regulatory compliance while minimizing procedures and related costs.

# Ethics

- The competitive nature of the public purchasing basis and the expenditure of significant amounts of public funds require that ethical standards be incorporated into the foundation of all purchasing functions. Purchasing personnel and school district staff face the difficult task of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct. Employees, in an effort to get the job done successfully and on time, are tempted to circumvent policies, procedures, and laws, or to make their own liberal "legal" interpretations of existing policies. Such activity, although well intentioned, will cause ethical problems.

# Purchasing Function

- The Purchasing Office strives to give purchasers the confidence and support they need to be successful. Although oversight of the purchasing process is still centralized, most purchasing decisions are site-based. By placing the majority of the decision making power in the hands of principals and directors, we encourage the control of expenditures and get the most value for the dollars available.
- The Purchasing Office should develop a comprehensive plan to determine how various purchasing methods will be implemented and the timing of key activities such as annual bid or proposal requirements.

# Bids, Proposals and Quotes

- For purchases of personal property less than \$50,000 from unapproved vendors, the following limits and requirements apply to the total requisition amount, not to the cost of a particular item:
  - For requisitions totaling from \$0.01 up to \$999 - a justification statement must be submitted addressing why the purchase is not from an approved vendor and clearly demonstrate that all possible venues from the local bids and/or coop contracts were exhausted.
  - For requisitions totaling from \$1,000 up to \$4,999 - three (3) telephone quotes are required and at least two (2) must to be from approved vendors. The telephone quotation form must be submitted as an attachment to the requisition.

# Bids, Proposals and Quotes

- Requisitions totaling from \$5,000 up to \$49,999 - three (3) vendor written quotes are required and at least two (2) must be from approved vendors. All written quotes must be submitted as an attachment to the requisition.

# Sole Source

The competitive bidding process is the foundation of government purchasing. In rare situations though, due to the unique nature of some goods and services, competition may not be possible; however, today's intellectual, technological developments make it very difficult not to find similar products and services in the open market. To meet the sole source status. Therefore, it is the responsibility of the Purchasing Office to determine if a sole source designation can be applied by ensuring that the users compare similar features and specifications offered by different competitors.