

Memo

To: All Staff
From: Director of Administrative Services
Date: 6-2-09
Re: Southwest Region School District Purchasing Procedures

The following procedure is required for all purchases from June 2, 2009 forward.

In addition to these requirements the district can not enter into agreements for more than one year. We can do a one year contract with up to 5 years renewal option, with a clause allowing termination at the end of one year. Keep this in mind when making agreements.

Check requests over \$1,000 will not be processed. All purchases for that amount need to have a purchase order in place before any action is taken. All check requests under \$1000 will be required to have justification as to why a purchase order could not be done. Please include this information with the check request.

Any purchase that does not follow these guidelines will be returned to the originator.

To ensure that full value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required. Purchases can not be split to avoid more stringent guidelines.

- For purchases up to \$5,000, no price comparisons necessary but strongly encouraged and justification may be requested by superintendent or designee.
- For Purchases from \$5,000.01 up to \$25,000 requires at least three firms or persons to be contacted for a quotation or informal proposal. The solicitation and response can be verbal or in writing. The names of the firms or persons contacted will be included with the purchase request to the business office. Sole source justification can be provided. The award will be given to the vendor with the "best deal" for the district not necessarily best price.
- For purchases from \$25,000.01 up to \$50,000 requires at least three firms or persons to be contacted for a quotation or informal proposal. The solicitation can be verbal or in writing with detailed specifications, the responses will be in writing. The names of the firms or persons contacted will be included with the purchase request to the business office. Sole source justification can be provided. The award will be given to the vendor with the "best deal" for the district not necessarily best price.
- In excess of \$50,000 formal bid process when required by law is needed. At least three firms or persons shall be contacted for a quotation or proposal. The solicitations shall be made in writing and shall include the specifications, the award criteria, date the responses are due, and date of bid opening. Responses shall be in writing in sealed envelopes addressed to Director of Administrative Services. Exemptions from the formal bid process, but not competition, are textbooks, open market equipment, services where no competition exists, and professional or educational services. The names of the firms or persons contacted will be included with purchase request for exempt purchases.

All purchases over \$100,000 need to be approved by the board. They can be approved in the budget process with the adopted budget.