
Policy DJF-1: PURCHASING**Jefferson City****Original Adopted Date:** 09/10/1990 | **Last Revised Date:** 05/13/2019**Status:** ADOPTED

The purpose of this policy and any related administrative procedures is to ensure that all purchases of supplies, equipment and services are made in compliance with state and federal law and good business practices. The Board recognizes the importance of a sound fiscal management program and expects district staff to maximize the resources available for the district's educational program and to be good stewards of public funds by exercising fair, competitive purchasing practices. The district will respect its financial obligations and will also require that providers meet their obligations to provide quality products and services in a timely manner to the district. All purchasing will be conducted in a manner that provides full and open competition consistent with the standards of state and federal law.

All funds deposited with the district, regardless of source, are considered district funds and are subject to this policy. No contract will be entered into or bill paid without an affirmative vote from a majority of the whole Board except as authorized in policy DK. No contract or bill shall be paid without proper documentation.

Contracts and payments made in accordance with the exceptions listed in policy DK must be presented to the Board at the next meeting after payment is made or the contract is executed.

The Board encourages district staff to purchase products manufactured, assembled or produced in the United States.

Purchasing Supervision

The chief financial officer will serve as the district's purchasing officer or will designate a purchasing officer. The purchasing officer will supervise district purchases of products and services and may authorize purchases on behalf of the district that comply with the Board-adopted budget and this policy. The superintendent, in consultation with the purchasing officer, shall develop procedures to implement this policy in a manner that will meet the district's needs while protecting the district's resources. These procedures will comply with all applicable laws and will centralize and provide oversight of all purchasing decisions.

Competitive Purchasing

Unless a purchase is covered by an exception pursuant to this policy, district staff will research purchases and compare prices prior to making decisions regarding the expenditure of district funds as provided in the following paragraphs.

Purchases of \$3,500 or less will not require bids or quotations, but vendor cost comparisons are encouraged. Employees are expected to ensure such purchases are necessary and are a good use of district funds, as well as to distribute such purchases fairly or evenly among all qualified vendors. Employees may not treat a vendor as a single-source distributor except as provided in DJF-AP1.

Employees are expected to contact multiple providers before making a decision regarding purchases between \$3,500 and \$15,000. A one-page summary documenting the oral quotes should include the vendor contacted, the date and time of the contact, the amount quoted and any other pertinent information such as product liability or delivery time. If a vendor contacted declines to provide a quote or does not return a call for a quote within a specified timeframe, such information should be included in the written documentation. A copy of the quote documentation (referencing the purchase order number or credit card purchase) should be provided to the purchasing department to substantiate that the purchasing guidelines have been adhered to.

Purchases of \$15,000 or more will require three written quotes or documentation of why that is not possible. A copy of the quotes should be provided to the purchasing department to substantiate that the purchasing guidelines have been adhered to. Documentation provided to the purchasing department should include a notation of where the full written quote will be retained and made available for inspection. (Construction-related bids must adhere to policy FEF.)

The district will select the lowest or best bid or proposal. The district reserves the right to waive minor technical defects in a bid or proposal, reject any or all bids or proposals, reject any part of a bid or proposal, advertise for new bids or proposals, or make the purchase on the open market if the product or service can be obtained at a better price.

The district will only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions detailed by the district. Among other factors detailed in the bid specifications, consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

When the purchasing officer determines that it is in the best interest of the district, products or services may be purchased by competitive negotiations or proposals rather than competitive bids. Likewise, the superintendent, in consultation with the purchasing officer, is directed to create procedures that allow the district to benefit from cooperative purchasing and address unusual situations such as purchasing when there is a single feasible source for the purchase. The superintendent is also directed to create a process whereby authorized providers are selected for frequent purchases, while still monitoring the competitiveness of these providers.

Purchases Involving Federal Funds

In addition to the requirements of this policy and the accompanying procedure, when federal funds are used the provisions of policy DJFA and related procedures must be followed.

Emergency Situations

Unless competitive bidding is required by law, the superintendent may waive the requirement for competitive bids or proposals when he or she determines that there exists a threat to life, property, public health or public safety or when immediate expenditure is necessary to protect against further loss of or damage to property, or to prevent or minimize a serious disruption in services. Emergency purchases shall be made with as much competition as is practical under the circumstances and only when necessary to alleviate the emergency.

Debarred or Suspended Providers

The district will not do business with providers who have been suspended or debarred on a state or federal level. District employees are directed to verify that selected providers are in good standing before making a purchasing decision.

Confidentiality

Sealed bids and related documents will remain sealed until the bids are opened. District staff will not disclose offers, bids or price quotations to competitors except as necessary to conduct negotiations beneficial to the district or as required by law. All contract negotiations and related documents are considered closed until a contract is executed or all proposals are rejected.

Credit and Purchasing Cards

Authorized district employees may use credit cards or purchasing cards issued to the district to make purchases for the district or to pay for reasonable travel expenses incurred when performing job duties. Employees will not use these cards to circumvent any bidding or purchasing requirements established by law