

REVISED POLICY – VOL. 25, NO. 2PURCHASING

| It is the policy of the Board that the Business Manager _____
(Superintendent, Business Manager, or Treasurer) shall act as the purchasing agent
for the Board.

The purchasing agent may make open market purchases of no more than
| \$50,000 _____ (\$50,000 maximum) for a single item or a group of similar
items.

The purchasing agent must seek at least three (3) price quotations on purchases of
| more than \$50,000 _____ (\$50,000) but less than \$150,000 _____
(\$150,000) except in cases of emergency or where materials are of such nature that
| price quotations would not result in a savings to the ~~School Corporation~~ Career
Center.

The purchasing agent shall mail an invitation to quote at least seven (7) days before
the time fixed for receiving quotes.

If the purchasing agent receives a satisfactory quote, s/he shall award a contract to
the lowest responsible and responsive quoter for each line or class of items required.
S/He may reject all quotes.

If the purchasing agent does not receive a quote from a responsible and responsive
quoter s/he may purchase the items by following procedures for items costing under
\$50,000.

When the purchase of, and contract for, single items of supplies, materials, or
equipment

| ~~() amounts to \$150,000 or more,~~

| **(X)** is equal to or exceeds the amount stipulated by statute,

| the Business Manager _____ shall obtain competitive bids.

Bids shall be sealed and shall be opened by a committee designated by the
purchasing agent. All orders or contracts shall be awarded to the lowest responsive
and responsible bidder.

For a bidder or quoter to be considered responsive, the proposal must respond to all bid specifications in all material respects and contain no irregularities or deviations from the bid specifications which would affect the amount of the bid or otherwise provide a competitive advantage.

For a bidder or quoter to be deemed responsible, the Board may request evidence from the bidder or quoter concerning **its**:

- | (X) ~~the~~ experience (type of product or service being purchased, etc.); ~~of the bidder or quoter;~~
- | (X) ~~the~~ financial condition;
- | (X) ~~the~~ conduct and performance on previous contracts (with the Corporation or other agencies);
- | (X) ~~the bidder's~~ facilities;
- | (X) management skills; **and**
- | (X) ~~the~~ ability to execute the contract properly.

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

| {} ~~Contracts can be awarded by the _____ without Board approval for any single item or group of identical items costing less than \$_____. All other contracts require Board approval prior to purchase.~~

| [X] The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

The president and secretary of the Board are entitled, on behalf of the Board, to sign any contract. These contracts may include, but are not limited to, employment contracts and contracts for goods and services. However, each contract must be approved by a majority of the full Board. In the absence of the president or secretary, the vice president may sign the contract with the officer who is present.

Exceptions to the foregoing requirements may be permitted when purchasing from vendors who have been awarded State contracts or when purchasing from authorized State institutions.

All specifically identified purchases that are within

| ☒ a program

| ☐ ~~a function~~

| ☐ ~~a line item~~

| ☒ and were originally contemplated in the budgeting process

| may be made upon authorization of the Director_____.

| [☒] The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase

| ☒ was not contemplated during the budgeting process

| ☐ ~~exceeds the~~

| ~~↔ line item~~

| ~~↔ function~~

| ~~by _____ or _____%~~

| [☒] The purchasing agent 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 for approval at the next regular meeting.

| In order to promote efficiency and economy in the operation of the Corporation, the Board requires that the Business Manager_____ periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped, but with staggered delivery dates, shall be made a part of the bid specifications.

BOARD OF SCHOOL TRUSTEES

FINANCES

_____ ~~SCHOOL CORPORATION~~ CAREER CENTER 6320/page 4 of 5

Before the Business Manager places a purchase order, s/he shall

(X) have the Director

check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the Corporation. All purchase orders shall be numbered consecutively.

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

(X) an opportunity be provided to as many responsible suppliers as possible to do business with the ~~School Corporation~~ Career Center;

(X) a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;

~~(-) where the requisitioner has recommended a supplier, the _____ may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;~~

(X) upon the placement of a purchase order, the Business Manager shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations;

(X) unless otherwise permitted by the purchasing agent, no purchase of supplies shall be allowed without a properly-signed purchase order. Employees shall be held personally responsible for anything purchased without a properly signed purchase order.

The Board may acquire by lease, by installment payments, by lease-purchase agreements, or by lease with an option to purchase provided the contract setting forth the terms of such a purchase shall not extend for a period of more than

5 years.

During the current year provisions may be made in these agreements for renewal for the succeeding year, subject to appropriations being available.

[X] Procurement – Federal Grants

The ~~Superintendent~~Director shall maintain a procurement and contract administration system in accordance with the United States Department of Education (USDOE) requirements (34 CFR 80.36) for the administration and management of Federal grants and Federally-funded programs. The ~~Corporation~~Career Center shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320).

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[NOTE: The intent of the purchasing policy is to establish several levels at which purchasing can occur and to determine at what level Board involvement is required, when it is necessary to get a simple "quote" and when the "competitive bid" procedure is required.]

I.C. 20-26-5-4, 20-26-4-6, 20-26-4-8

I.C. 5-22-2-6, 5-22-7-1 et seq., 5-22-8-2, 5-22-8-3

I.C. 5-22-10-10

I.C. 5-22-16-1, 5-22-16-2

Education Department General Administrative Regulations (EDGAR)