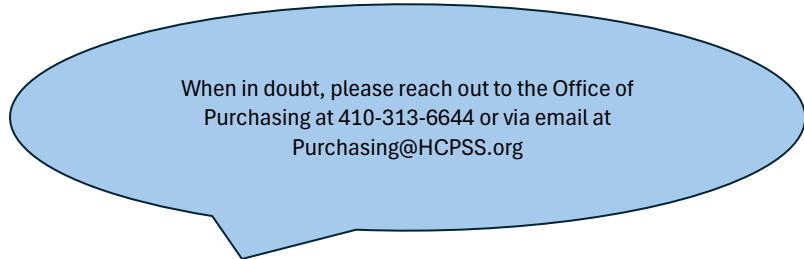


Policy 4050 Purchasing Guidelines (Revised 7/11/2024)

	\$0-\$9999.99	\$10,000.00 - \$49,999.99	\$50,000.00 and over
Required (minimum mandatory requirement)	At least one (1) Written Quote As specified in on-call pool contract (prefer quotes from on-call pool)	At least three (3) Written Quotes As specified in on-call pool contract (prefer quotes from on-call pool)	Formal Solicitation : Invitation for Bids (IFB) or Request for Proposals (RFP) As specified in on-call pool contract (prefer quotes from on-call pool)
Suggested Approach	Obtain multiple quotes when possible.	Follow Mandatory Requirements	
Board Requirements	None	Solicitations/Purchases between \$25,000 and \$50,000 are required to be reported to the BOE quarterly.	Board Exhibit and Board approval required before purchase can be made. No new BOE request needed for on-call pool, as long as previous BOE spending thresholds have not been exceeded.
Single Source	** REVISED** FOR ANY DOLLAR AMOUNT- The Office of Purchasing requires a completed Single Source Justification. Board approval is required before any purchase can be made. Agreement terms are limited to 12 Months.		
Sole Source	** REVISED** FOR ANY DOLLAR AMOUNT- The Office of Purchasing requires a completed Sole Source Justification. Board approval is required before any purchase can be made. Agreement terms are limited to 12 Months.		
Piggyback or Cooperative	Cooperative Purchasing Checklist needs to be completed and approved by the Office of Purchasing and attached to the Requisition, prior to any purchase being made.		Cooperative Purchasing Checklist needs to be completed and approved by the Office of Purchasing. Board Exhibit and Board approval are required before any purchase can be made.

Exempt from Competitive Process	<p>By law- Emergency Repairs, text Books and materials of instruction.</p> <p>By Policy 4050: Legal Services, Architects/Engineers, Intergovernmental Purchases and Specific School-Sponsored Events.</p>
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**** REVISED REQUIREMENT**** Purchase orders are required to be approved and issued by the Office of Purchasing **PRIOR** to any order being placed. Purchase Orders created after the fact to pay an invoice is in violation of this policy.



Definitions:

On-Call Pool: On-Call Pool are BOE approved contracts that allow HCPSS to mobilize professional services quickly and easily under pre-negotiated terms and conditions.

Piggyback/Cooperative Agreement: Participation in a contract for goods or services that are awarded by another public agency or by intergovernmental purchasing organizations.

Single Source: A contract for the procurement of goods and/or services entered in which two or more vendors can supply the commodity, technology and/or perform the services required by an agency, but one vendor is chosen over the others because of past and demonstrated experience and/or uniqueness of the service or goods provided.

Sole Source: A contract for the procurement of goods and/or services entered in which only one supplier can provide the commodity, technology and/or perform the services or provide the goods required.

Solicitation: A requirements document that outlines the procurement process and selection criteria to obtain goods and/or services to be delivered or completed that is formally advertised to the general public.

Written Quote: A written offer by a vendor that should include the vendor's name, contact information, brief description of work, price and date of delivery/completion of work.

Purchasing Timelines:

Purchase Orders / Change Orders / Supplier Invoices: Please allow 7-10 days for completion. Once a requisition or change order is submitted there are several levels of approval necessary in order to process the request.

RFP (Request for Proposal): The approximate time needed to process a formal solicitation is 4-5 months. This allows time for solicitation of proposal, evaluation of responses, contract award and timely delivery of goods/services as specified.

IFB (Invitation to Bid): The approximate time needed to process a formal solicitation is 4-5 months. This allows adequate time for solicitation of bids, evaluation of responses, contract award and timely delivery of goods/services as specified.

Contract Modification/Extensions: The approximate time to complete a contract modification through contract award is 3 months.

2024-2025 Board Due Dates: Programs must provide all necessary information to the Office of Purchasing by these dates. This is required in order to provide adequate process time of BOE exhibits

https://drive.google.com/file/d/175mlH_Wk10CsAPkQMjXyMqg5uHUYWdsz/view