# Policy 4050 Purchasing Guidelines (Revised 8/2026)

| | $0-$9999.99 | $10,000.00 - $99,999.99 | $100,000.00 and over |
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| **Required (minimum mandatory requirement)** | At least one (1) Written Quote<br><br>As specified in on-call pool contract (prefer quotes from on-call pool) | At least three (3) Written Quotes<br><br>As specified in on-call pool contract (prefer quotes from on-call pool) | Formal Solicitation : Invitation for Bids (IFB) or Request for Proposals (RFP)<br><br>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 $99,999.99 are required to be reported to the BOE quarterly. | **Board Exhibit and Board approval required before purchase can be made.**<br><br>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 over $10,000.00- The Procurement Office requires a completed Single Source Justification. **Board approval is required before any purchase can be made.** | | |
| **Sole Source** | ** REVISED** FOR ANY DOLLAR AMOUNT over $10,000.00- The Procurement Office requires a completed Sole Source Justification. **Board approval is required before any purchase can be made.** | | |
| **Piggyback or Cooperative** | Cooperative Purchasing Checklist needs to be completed and approved by the Procurement Office and attached to the Requisition, **prior to any purchase being made.** | | Cooperative Purchasing Checklist needs to be completed and approve by the Procurement Office. **Board Exhibit and Board approval are required before any purchase can be made.** |

*****PLEASE NOTE: Purchase orders are <u>required</u> to be approved and issued by the Procurement Office <u>PRIOR</u> to any order being placed. Purchase Orders created after the fact to pay an invoice is in <u>violation of BOE policy 4050</u>.**

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| **Exempt from Competitive Process** | By law- Emergency Repairs, text Books and materials of instruction.<br><br>By Policy 4050: Legal Services, Architects/Engineers, Intergovernmental Purchases and Specific School-Sponsored Events. |

When in doubt, please reach out to the Procurement Office at 410-313-6644 or via email at Purchasing@HCPSS.org

***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.

***Procurement 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 appropriate time needed to process a formal solicitation is 6-7 months. This allows time for soliciation of proposals, evaluation of responses, contract award and timely delivery of good/services as specified. The timeframe starts once a final Scope of Work and Evaluation Criteria is received by the Procurement Office not when an intake request is submitted in Euna Procurement.
**IFB ( Invitation for BID):** The approximate time needed to process a formal soliciation is 5-6 months. This allows time for soliciation of proposals, evaluation of responses, contract award and timely delivery of good/services as specified. The timeframe starts once a final Scope of Work
**Contract Modification/Extensions :** The approximate time to complete a contract modification through contract award is 3-4 months.