

Policy 4050 Purchasing Guidelines

	\$0-\$10,000.00	\$10,000.01 - \$50,000.00	\$50,000.01 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 been exceeded.
Single Source	Single Source Jusification needs to be completed and approved by Purchasing and attached to Requisition.		Single Source Jusification needs to be completed and approved by Purchasing . Board Exhibit and Board approval required before purchase can be made.
Sole Source	Sole Source Jusification needs to be completed and approved by Purchasing and attached to Requisition.		Sole Source Jusification needs to be completed and approved by Purchasing . Board Exhibit and Board approval required before purchase can be made.
Piggy back or Cooperative Agreement	Cooperative Purchasing Checklist needs to be completed and approved by Purchasing and attached to Requisition.		Cooperative Purchasing Checklist needs to be completed and approved by Purchasing . Board Exhibit and Board approval required before purchase can be made.

Exempt from Competitive Process	By law- Emergency Repairs, text books and materials of instruction. By Policy 4050: Legal Services, Architects/Engineers, Intergovernmental Purchases, Specific School-Sponsored Events
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When in doubt, please reach out the Office of Purchasing 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.

(Revised 9.2022)