

Policy 3610 Procurement

The procurement of all supplies, materials, and equipment and the procurement of all services (“Goods and Services”) for the District shall be performed in an efficient and cost effective manner in compliance with all applicable laws and Board policies. The Superintendent shall develop and oversee an efficient system for the procurement of Goods and Services, and shall develop and implement administrative rules and procedures for District employees that comply with all applicable laws and Board policies. For purposes of this Policy, the terms “bid” or “competitive bid” shall include Invitation For Bids (IFBs) or sealed bids and Request For Proposals (RFPs).

Administration of Procurement Program

All procurement of Goods and Services shall be under the administration of the Office of Procurement and Contracting (the “OPC”).

Procurement Guidelines

General Procurement Guidelines:

1. Goods and Services commonly used in the various District buildings/schools shall be standardized whenever consistency with educational goals can be maintained, except as required by applicable law.
2. The OPC shall determine the most cost effective method for procuring Goods and Services.
3. It is understood that all purchases are approved within the limits of current budgetary appropriations as adopted by the Board.
4. The District shall adhere to the “lowest responsible and responsive bidder” as the standard for awarding competitive bids as defined within the accompanying administrative rule.
5. The Superintendent shall oversee the following:
 - a. the establishment of appropriate monetary thresholds for the procurement of all Goods and Services in accordance with applicable law, and
 - b. the development and implementation of administrative rules and procedures

governing the procurement of all Goods and Services in a manner providing for full and open competition, and

- c. the development and implementation of guidelines for minority businesses, women's business enterprises and labor surplus area firms the opportunity to provide Goods and Services to the District.
6. Members of the Board of Education, administrators and employees engaged in the selection, award and administration of contracts shall comply with the Districts policies and administrative rules governing conflicts of interest including Policy and Administrative Rules 1160, 1161, 5230, and 5231.
 7. All grant funded procurements of Goods and Services shall comply with the *Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance").

Impermissible Procurement Practices

1. Board members and employees shall neither make purchases through the District for personal use nor use the name of the District to receive cost preferences or discounts. A Board member or employee may however, disclose their District affiliation to qualify for a discount in response to a purchase program initiated by the seller that is publicly offered to all educational workers.
2. The purchase of Goods for re-sale to a Board member or employee is prohibited.
3. No employee may procure any Goods and Services on behalf of the District without appropriate authority.
4. Under no circumstances may any procurement be "split" to avoid any competitive bidding requirements.

Emergency

In an emergency where immediate action is required and cannot await competitive bidding, the Superintendent may waive normal procurement policies, administrative rules and/or procedures. A report of action taken will be submitted by the Superintendent to the Board of Education at the next regular Board meeting. For purposes of this policy and administrative rule, an emergency shall be defined as accidents or an unforeseen occurrence

which may affect life, health, safety or immediate action is necessary to protect and preserve public property.

LEGAL REF: MCL 380.623a
MCL 380.1267
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