

## **Purchasing Procedures**

There are a number of rules and regulations that define how the school district may purchase items. Different rules apply depending on the source of the funds, whether we are buying goods, services, personal services, or public works. This procedure describes the various requirements by type of purchase and source of funds to help you through the process. The first section will cover general rules and regulations that apply to all purchases, followed by more detailed information for each type of purchase. There is also a table at the end of the procedures which summarizes quote and bid thresholds.

### **General Procedures**

#### **District Purchasing Guidelines**

The following guidelines apply to ALL purchases made with district funds, regardless of purchasing method:

- Funds may only be used to purchase goods and services which further the educational mission of the district. This includes supplies and materials, consultant services, and capital fixed assets for classrooms, buildings, programs, and administrative needs.
- Due to IRS requirements, all salary and benefit payments to active district employees must be made through the payroll process, and may not be processed through the Purchasing Department.
- In accordance with CFR 200.321, the district will take steps to assure minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

*Funds may not be used to purchase:*

- Gifts (including flowers for individuals);
- Personal items or services;
- Donations to charities;
- Alcoholic beverages or illegal substances;
- Items from district employees or relatives (see District Policy 5251);
- Items from on-line auction sites.

Purchases from on-line auction sites (such as EBay, EBid, Craig's List, Overstock.com, etc.) are not authorized. On-line auction items are sold "as-is" from sellers whose reputation cannot always be verified, and the source of the goods cannot always be ascertained. There are no warranties and no recourse for return, exchange, or payment refund. The goods may be defective or counterfeit and become a liability to the district. Purchases made from on-line sites may also violate state purchasing requirements for the district. If a product is only available off of one of these sites, please contact Business Services for approval prior to purchasing.

See Policy 6212 and Procedure 6212P for details on using purchasing cards for online purchases.

## **Purchasing Methods**

District staff may use one or a combination of purchasing methods, with limited restrictions on the three methods (purchasing card, checkbook, and reimbursement) that actually pay for merchandise before the purchase has been officially approved. (Again, state law requires the district's Purchasing Department to review and approve all purchases).

### **A. Requisitions**

Requisitions are the basic way to make a purchase. The end user identifies what they would like to purchase and the possible vendor they would like to use. For goods and services that are covered by bids, the district must use the bid vendors. The requisition is prepared by the end user with the items that are desired. The requisition requires administrative approval by the manager of the budget or designee that is authorized to pay for the goods or services. The requisition is then forwarded to purchasing for approval and creation of a purchase order (PO). Services and all purchases involving a contract must be done by requisition.

### **B. Use a District-Issued Purchasing Card (P-card)**

The purchasing card is intended to simplify the purchase process in several ways:

- Replace the need for low dollar purchase orders;
- Allow for online purchases from vendors who do not accept purchase orders;
- Minimize personal reimbursement transactions; and
- Decrease the turnaround time for receiving orders.

See Policy 6212 and Procedure 6212P for additional information on P-cards.

### **C. Use a District-Issued Checkbook**

The checkbook is used to purchase low dollar items that are readily available. It is used to reduce the number of low dollar PO's that are generated. The use of the checkbook for low value items helps to streamline the purchasing process.

ASB Fund Only: Limits are \$250 per purchase, \$1,500 total transactions per Accounts Payable pay date for the Middle Schools. Limits are \$500 per purchase, \$8,000 total transactions per Accounts Payable pay date for the High Schools.

Do not use the district checkbook for personal or professional services performed by an independent contractor. Instead, use a requisition.

### **D. Pre-Approved Reimbursements**

Reimbursements should be very rare. Since the state expects district purchases to be approved in advance by Purchasing, the reimbursement process should not be encouraged and should never be used for the purchase of significant items. When possible purchases should be made through one of the standard purchasing methods - requisition, P-card or district checkbook.

If necessary, employees may be reimbursed through a district-issued checkbook but the preferred method is to complete an Employee Reimbursement Voucher form (B-105) and submit it to Accounts Payable. Attach original, itemized receipts showing

payment occurred as well as proof of delivery. If an itemized receipt is not available or is lost an Affidavit of Lost or Non-Itemized Receipt form should be completed.

Other important items to note when considering requesting reimbursement:

- Requests are required to be submitted within one month of the transaction date. All requests for the fiscal year must be submitted by September 30<sup>th</sup> of the following fiscal year.
- Items purchased through reimbursement must be pre-approved by the principal, manager, or person authorized to approve expenditures for the budget. Staff who obligate the district without proper prior authorization may be held personally responsible for payment of such obligations.
- All purchases must be delivered to the employee's work location or the district office.
- Reimbursement may not exceed \$500 per purchase.
- Items must comply with district purchasing guidelines.
- Technology items may not be purchased through this method. This includes all technology equipment, software/applications, and web access fees.
- No contracted service agreements may be entered into through the reimbursement process.

### **Bids and Quotations**

Be aware the dollar limits that determine when bids or quotations are required represent cumulative annual expenditures for the entire district. While your individual order may not exceed the dollar levels, the district is required to look at the total dollars expended for like items across the district in a year. Purchases may NOT be divided to avoid the bid limits.

### **Formal Bids: Acceptance or Rejection**

Formal bids shall be awarded to the lowest responsible, responsive bidder that meets the specifications. The Purchasing Agent may recommend that the school board reject any and all bids in the same manner as the original call. Bidding information shall be provided based on state law governing disclosure of public documents.

The following factors will be considered in determining the lowest responsible, responsive bidder:

- The ability, capacity and skill of the bidder to perform the work required;
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- The ability of the low bidder to perform the work in the time specified;
- The quality of performance of previous contracts or services;
- The previous and existing compliance of the bidder with laws relating to public works; and
- Such other information related to the performance of the contract as the superintendent deems advisable.

### **Specifications for Purchases**

The district Purchasing Agent shall be responsible for drafting bid documents for all supplies and services purchased by the district through formal Invitations to Bid or Requests for Proposals. The Purchasing Agent shall assist district personnel in developing the required scope of work or written specifications for bids or quotations. Informal quotes may be obtained by schools or departments utilizing the available forms. For simple quotes, you

may contact the vendor by phone and submit the informal quotation form to Purchasing along with the requisition.

### **Contract Approval**

All contracts and/or purchases must be approved by the Executive Director of Business & Finance or his/her designee prior to the contractor performing any services or goods being purchased. All contracts and single purchases \$250,000 or greater that are outside daily operations must be approved by the school board. Contact the Senior Purchasing Agent with any questions about this requirement. Multi-year contracts may not exceed a total of five years and must be approved by the school board if they are a total of \$250,000 or greater.

### **Piggybacking/Cooperative Contracts**

Under RCW 39.43, the district may make purchases using another agency's purchasing contract, a process known as piggybacking or cooperative contract.

The district may piggyback on another agency's contract by entering into an interlocal agreement and filing it with the county auditor or posting it online by subject (RCW 39.34.40). The lead agency must comply with its own statutory contracting requirements and post the solicitation online (RCW 39.34.030(5)). The solicitation must also meet district bid requirements as set forth in RCW 28A.335.190 and RCW 39.26.160. Work with the Purchasing Agent to ensure all requirements are met.

### **Interlocal Agreements**

Interlocal agreements are contracts between public agencies and must be approved by the school board. Business Services will assist schools or departments with creating interlocal agreements. Proposed interlocal agreements must be reviewed and approved by Business Services before they are submitted to the school board for approval.

### **Single/Sole Source of Supply**

*Only the board of directors or their designee can declare a vendor to be the "sole source" of an item or service regardless of cost.* This option requires extensive documentation that the vendor is in fact the only supplier of the item or service and is not easily nor frequently applied.

- Acquisitions that qualify for sole source designation are clearly and legitimately limited to a single source of supply or involve special facilities, services, or market conditions and are designated as exempt from competitive bid requirements. (Only if the acquisition meets the requirements and is approved by the superintendent or his/her designee.)
- Requestor must complete Sole Source Justification form and submit to Business Services. Forms are available on the Business Services portal page.
- For acquisitions less than two hundred fifty thousand dollars (\$250,000), the superintendent or his/her designee shall determine if sole source justification meets requirements.
- For acquisitions two hundred fifty thousand dollars (\$250,000) or greater, sole source justifications will be authorized at the discretion of the school board.

### **Emergency Declaration**

An emergency may be declared by board resolution and the bid process waived when a condition exists that is likely to result in physical injury to persons and/or damage to district property as the result of a delay in making necessary repairs (RCW 28A.335.190). A notification to the board can be made after the fact if it is impractical to delay the repairs until the board can declare a resolution to waive the bid process.

### **Purchase of Goods**

This includes things such as furniture, equipment, or supplies. These purchases follow RCW 28A.335.190, RCW 39.04.270, RCW 39.26.160(2) and all other applicable statutes.

#### **Purchase of Goods with State and Local Funds**

##### **A. Purchases \$40,000 or less – no quotes required**

Although no quotes are required, consider whether price is reasonable, and, to the extent practical, distribute purchases equitably among suppliers.

##### **B. Purchases between \$40,000 and \$75,000 - quotes required**

When the estimated cost of furniture, equipment, or supplies, *except books*, is between forty thousand dollars (\$40,000) and seventy-five thousand dollars (\$75,000), quotations from at least three different sources shall be obtained in writing or by telephone. Purchases may not be divided to avoid competitive requirements. The general process is as follows:

1. Contact the Purchasing Agent to obtain a quote number.
2. Contact at least three different sources.
3. Make sure to request the same information from each vendor. In your request ask for shipping and handling charges to be included with the pricing.
4. Complete the quote form listing the companies contacted, name, phone number, email, and price quotation from each company.
5. Attach the quotes to your online requisition and submit to Purchasing.
6. Record of the quotes will be maintained in Purchasing and will be available for public inspection and audit.

##### **C. Purchases \$75,000 or more – formal sealed bids required**

When the estimated cost of goods is seventy-five thousand dollars (\$75,000) or more, a formal public bid procedure shall be followed. Purchases may not be divided to avoid competitive requirements. The general process is as follows:

1. Contact Purchasing Agent for formal bids. Business Services will work with you to prepare written specifications or scope of work for the project and process the required steps below.
2. Complete specifications shall be prepared.
3. Notice by publication shall be given in at least one newspaper of general circulation within the district, once each week for two consecutive weeks, of the intention to receive bids and that specifications and other information may be

examined at the office of the school board or any other officially designated location.

4. The district will provide bidding information to any qualified bidder, or his/her agent, requesting it in person. The district will solicit sufficient bidders to assure competitive bidding.
5. The bids shall be in writing and shall be opened and read in public on the date and in the place named in the notice. Bids received after the date and time specified shall not be considered.
6. After opening, the bids shall be placed on file and made available for public inspection and audit.
7. The contract for purchases or work will be awarded to the responsive and responsible vendor/contractor submitting the lowest bid. The responsible low bidder is defined per RCW 39.26.160.
8. Formal bids are awarded by the school board.
9. Items that are included in a bid must be purchased from the vendor awarded the bid, unless the district can document that the item was not available from the bid vendor at the time of purchase.

#### **D. Purchase of books**

When books are purchased with state and local funds, the purchases are excluded from the competitive bidding process and do not require quotes or bids.

#### **Purchase of Goods with Federal Funds**

When federal funds are used in combination with other sources of funding, the federal purchasing guidelines apply to the entire purchase. This means that if you use \$1,000 of a federal grant and \$39,000 of general fund dollars, then the federal rules apply to the entire purchase.

If the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, the following thresholds may be used. The district must evaluate whether it is a low-risk auditee on an annual basis and self-certify as such. This will be performed at the conclusion of the annual audit.

#### **A. Purchases \$40,000 or less – no quotes required**

Although no quotes are required, consider whether price is reasonable, and, to the extent practical, distribute purchases equitably among suppliers.

#### **B. Purchases between \$40,000 and \$75,000 - quotes required**

Purchases of goods between forty thousand dollars (\$40,000) and seventy-five thousand dollars (\$75,000) require price or rate quotations from an adequate number of qualified sources (typically three). The general process is as follows:

1. Contact the Purchasing Agent to obtain a quote number.
2. Make sure to request the same information from each vendor. In your request ask for shipping and handling charges to be included with the pricing.
3. Complete the quote form listing the companies contacted, name, phone number, email, and price quotation from each company.
4. Attach the quotes to your online requisition and submit to Purchasing.
5. Record of the quotes will be maintained in Purchasing and available for public

inspection and audit.

If the district is not a low-risk auditee then purchases between \$10,000 and \$75,000 require quotes. Quotes are not required under \$10,000.

**C. Purchases \$75,000 or more – formal sealed bids required. When the estimated cost is seventy-five thousand dollars (\$75,000) or more, a formal public bid procedure shall be followed. Purchases may not be divided to avoid competitive requirements. The general process is as follows:**

1. Contact Purchasing Agent for formal bids. Business Services will work with you to prepare written specifications or scope of work for the project, and process the required steps below.
2. Complete specifications shall be prepared.
3. Notice by publication shall be given in at least one newspaper of general circulation within the district, once each week for two consecutive weeks, of the intention to receive bids and that specifications and other information may be examined at the office of the school board or any other officially designated location.
4. The district will provide bidding information to any qualified bidder, or his/her agent, requesting it in person. The district will solicit sufficient bidders to assure competitive bidding.
5. The bids shall be in writing and shall be opened and read in public on the date and in the place named in the notice. Bids received after the date and time specified shall not be considered.
6. After opening, the bids shall be placed on file and made available for public inspection and audit.
7. The contract for purchases or work will be awarded to the responsive and responsible vendor/contractor submitting the lowest bid. The responsible low bidder is defined per RCW 39.26.160.
8. Formal bids are awarded by the school board.
9. Items that are included in a bid must be purchased from the vendor awarded the bid, unless the district can document that the item was not available from the bid vendor at the time of purchase.

**D. Purchase of books**

When books are purchased with federal funds they are NOT excluded from the competitive bidding process and DO require quotes or bids based on the federal bid thresholds.

**Purchase of Services**

Services include work performed by independent contractors, professional services such as architects and engineers, and consultants. Purchase of services requires a clear statement of work (SOW) that identifies exactly what work is to be performed, and what measurable deliverables are expected (How do we know that we have received the services and that it is complete?). Contracting for the professional services of engineers and architects is governed by RCW 39.80.

For each professional service contracted to a third-party vendor, you should be able to provide documentation to support these questions:

- Which providers did you consider contracting with to deliver that service?
- What was your rationale for selecting the provider?
- How did you determine the pricing was fair and reasonable?
- Before renewing the contract, how did you determine there were no other providers who were better suited or qualified?

### **Purchase of Services with State and Local Funds**

Every non-federally funded purchase of services shall be on a competitive basis dependent on the following procurement limits:

#### **A. Purchases between \$40,000 and \$250,000 - quotes recommended**

When the estimated cost is between forty thousand dollars (\$40,000) and two hundred fifty thousand dollars (\$250,000), the procedure recommends solicitation of three competitive quotes from responsible vendors.

#### **B. Purchases \$250,000 and more - formal sealed bids required**

When the estimated cost is two hundred fifty thousand dollars (\$250,000) or more, a formal sealed bid or request for proposal (RFP) process shall be followed. Contracting for the professional services of engineers and architects is governed by RCW 39.80.

### **Purchase of Services with Federal Funds**

When federal funds are used in combination with other sources of funding, the federal purchasing guidelines apply to the entire purchase. This means that if you use \$1,500 of a federal grant and \$12,000 of general fund dollars, then the federal rules apply to the entire purchase.

Every federally funded purchase of services shall be on a competitive basis dependent on the following procurement limits.

If the district qualifies as a low-risk auditee in accordance with criteria in 2 C.F.R. § 200.520, the following thresholds may be used. The district must evaluate whether it is a low-risk auditee on an annual basis and self-certify as such. This will be performed at the conclusion of the annual audit.

#### **A. Purchases between \$40,000 and \$250,000 – quotes required**

Competitive procurement procedures must be followed for any federally funded services with a cost estimated to be between forty thousand dollars (\$40,000) and two hundred fifty thousand dollars (\$250,000). Purchases in this range shall require solicitation of three competitive quotes from responsible vendors.

If the district is not a low-risk auditee then purchases of services between \$10,000 and \$250,000 require quotes. Quotes are not required under \$10,000.

#### **B. Purchases \$250,000 or more – formal sealed bids or RFP required**

When the estimated cost is two hundred fifty thousand dollars (\$250,000) or more, a formal sealed bid or request for proposal (RFP) process shall be followed.



## **Purchase of Services Classified as Public Work**

Public Work is all work, construction, alteration, repair, or improvement that is executed at the cost of the state or any other local public agency. This includes, but is not limited to, demolition, remodeling, renovation, road construction, and building construction. Cost of any public work shall be the aggregate of all amounts to be paid for labor, materials, and equipment on one continuous or interrelated project where work is to be performed simultaneously or in close sequence.

If the district Maintenance Department is not performing the work, then the vendor selection process will be based either on the district purchasing requirements which follow RCW 28A.335.190 or on the Small Works Process as outlined in RCW 39.04.155.

**A. Public Work costing \$75,000 or less – may be performed by Maintenance. If the cost of public work is estimated to be seventy-five thousand dollars (\$75,000) or less, the work may be performed by the district staff (RCW 28A.335.190(4)).**

**B. Public Work costing \$100,000 or less**

There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range. For projects in this range, the district may consider: using its small works roster process, under RCW 39.04.155; using an interlocal agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

**Public Work costing \$350,000 or more – formal sealed bids required** When the cost of the public work project is expected to be three hundred fifty thousand dollars (\$350,000) or more, the formal public bidding procedure is required. Purchases may not be divided to avoid competitive requirements. Business Services shall be responsible for completing the following steps in the formal bidding process:

1. Contact Purchasing Agent for formal bids. Business Services will work with you to prepare written specifications or scope of work for the project, and process the required steps below.
2. Complete specifications shall be prepared.
3. Notice by publication given in at least one newspaper of general circulation within the district, once each week for two consecutive weeks, of the intention to receive bids and that specifications and other information may be examined at the office of the school board or any other officially designated location.
4. The district will provide bidding information to any qualified bidder, or his/her agent, requesting it in person. The district will solicit sufficient bidders to assure competitive bidding.
5. The bids shall be in writing and shall be opened and read in public on the date

and in the place named in the notice. Bids received after the date and time specified shall not be considered.

6. After opening, the bids shall be placed on file and made available for public inspection and audit.

### **Small Works Roster Process**

The purpose of the Small Works Roster is to expedite the solicitation and award of quotes on public works projects by reducing the requirements for formal sealed bidding, advertising, and bid awards. The Small Works Roster may be used in lieu of other procedures to award contracts for work with an estimated cost of three hundred fifty thousand dollars (\$350,000) or less.

#### **A. Limited Public Works costing \$50,000 or less – 3 quotes required**

The district may award limited public works contracts estimated to cost fifty thousand dollars (\$50,000) or less upon soliciting electronic or written quotations from a minimum of three (3) contractors from the Small Works Roster, and shall award the contract to the lowest responsible bidder.

The district shall equally distribute opportunities for limited public works projects among contractors.

The district shall maintain a list of contractors contacted and contracts awarded during the previous twenty-four months, to include the name of the contractor, the contract amount, date the contract was awarded, and a brief description of the work performed.

The district may waive the payment and performance bond requirements and the retainage requirement, thereby assuming liability for the contractor's nonpayment of laborers, subcontractors, suppliers, and taxes imposed that may be due from the contractor.

The exercise of this option is at the sole discretion of the district, using the following criteria for determination:

1. The value of the contract,
2. The number of contractors involved,
3. Prior experience with the contractor and/or subcontractors, and
4. Other factors relevant in making this determination.

#### **B. Small Public Work costing between \$100,000 and \$350,000 – 5 quotes required**

Quotations are required for contracts estimated between \$100,000 and \$350,000. Quotations must be solicited from a minimum of 5 vendors listed on the Small Works Roster.

Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster.

"Equitably distribute" means that a department soliciting bids may not favor certain contractors on the appropriate Small Works Roster over other contractors on the appropriate Small Works Roster who perform similar services. If you solicit quotes from select vendors, you may not solicit those vendors again until you have rotated through all vendors on the list.

Quotations must be sent to the Purchasing Department for recording and filing.

**C. Small Public Work costing \$350,000 or more – board approval required**

School board approval is required before awarding contracts for public works estimated to cost three hundred fifty thousand dollars (\$350,000) or more. The cost includes any sales tax.

**Public Works Contracts Change Orders Procedure**

The timely preparation, consideration, approval/disapproval, administration, and internal controls applied to Public Works Change Orders are essential to project completion, owner satisfaction, and the prompt payment to the contractor under RCW 39.76 and RCW 39.04.360. The language of construction contracts takes precedence over the following procedures.

**A. Definitions:**

Change order: A written agreement signed by the owner, contractor, and architect stating their agreement to a change in the work and/or any adjustment in the contract sum and/or time.

Construction change directive: A written order signed by the owner and architect directing the contractor to perform a change in the work and containing a proposed basis for adjusting the contract sum and/or time.

Change order proposal: A written offer by the contractor to perform changes in the work requested or directed by the architect and owner that includes the impact of the change on the contract sum and/or time. A change order proposal, when recommended by the architect and approved by the owner, becomes the basis for a change order.

Emergency change order: A change order that would normally require prior school board approval but obtaining such prior board approval would result in delay that would require either: the work to stop or be significantly slowed; or students to be displaced; or cause school operations to be disrupted; or add significant costs to the project; or would result in any combination of these consequences.

Request for information: A written request by the contractor to the architect seeking clarification of or additional information or detail about drawings or specifications. Upon receipt of the architect's response to the request for information, there is no basis for a change order unless the contractor issues a change order proposal.

Field change directive/or field authorization: Direction to the contractor to make minor changes that do not affect the contract sum or time. Field change directives

are generally confirmed in writing by the architect or owner and can become the basis for a no-cost, no-time change order.

**B. Change order considerations**

Careful advance project planning is expected to take place on all projects to minimize the need for contract change orders.

Change orders are for the purpose of completing a project in the best interests of the district, not to address individual preferences beyond that contained in the original project approved by the school board.

**C. Approval/Disapproval**

All change orders are subject to an approval/disapproval process. This process shall include analysis of, without limitation, the following factors:

1. Is the change critical to the success of the project, e.g., a code requirement?
2. Who is responsible, and who shall pay for the change? Those responsible should be reflected in design and construction contracts.
3. What is the cost of the change order, and is it the least expensive alternative to fulfill the district's needs?
4. What are the consequences if a change order proposal is disapproved or modified?

**D. Capital Projects change orders**

In order to reduce the possibility of a construction delay or violation of the State Prompt Payment Act under RCW 39.76.010, the Capital Projects Director shall be the approving authority for all change order proposals, following the analysis described above and recommendations from consulting architects or members of the district Capital Projects staff. General procedures are as follows:

1. The board shall authorize the Capital Projects Director to spend up to a contingency amount, cumulatively, on all change orders for a project without additional approval from the school board. A change order beyond the school board-approved contingency amount requires prior board approval (subject to the pre-approval authorization of the superintendent or his/her designee in the case of emergency change orders pursuant to the "Emergency Declaration" paragraph above).
2. An emergency change order may be authorized by the superintendent or his/her designee only, without prior approval by the school board, upon the superintendent's (or his or her designee's) determination of an emergency and subsequent compliance with board policy and administrative procedures.
3. The Capital Projects Director will provide the school board informational updates of approved change orders.

4. For projects using Alternative Contracting Procedures under RCW 39.10, such as GC/CM (General Contractor/Construction Manager), contingency amounts shall be set by the school board at the time of award on a project-by-project basis.

### **Legal References**

RCW 28A.155.060	Contract with Non Public Agency
RCW 39.04.270	Electronic data processing and telecommunications systems
RCW 28A.155.160	Assistive Devices and Services
RCW 39.04.280	Competitive bidding requirements Exemptions Emergency
RCW 28A.160.120	Transportation of the public
RCW 39.04.320	Apprenticeship training programs
RCW 28A.225.250	Cooperative programs among school districts
RCW 39.34.030	Interlocal cooperation act
RCW 28A.310.200	ESD board -- Powers and duties
RCW 39.34.080	Contracts to perform governmental activities which each contracting agency is authorized to perform.
RCW 28A.320.035	Contracting out 34
CFR 80.36	Dept of Education Procurement
RCW 28A.335.190	Advertising For Bids Competitive bid procedures
7 CFR	Child Nutrition Programs

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Edmonds School District

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