

Business/Non-Instructional Operations

Purchasing Policy

The procurement function is one of the major business responsibilities of the Board of Education.

The duties of purchasing for the Board of Education shall be the responsibility of the Superintendent of Schools and centralized under the Director of Finance and Administration.

The Director of Finance and Administration shall conduct all purchase transactions for the District.

The Director of Finance and Administration shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Board of Education policies.

Every transaction involving the transfer of property shall be by purchase order or formal contract.

Purchase orders and other purchase obligations shall be signed by the Superintendent of Schools or designee.

Business/Non-Instructional Operations

Purchasing Policy

The Amity Regional School District No. 5 Board of Education recognizes its obligation to deal fairly in its purchasing practices. The Board of Education and its employees will not knowingly extend favoritism to any vendor.

Definitions:

Competitive Negotiation means a procedure for contracting for commodities, contractual services (including construction), in which (A) proposals are solicited from qualified suppliers by a request for proposals, and (B) changes may be negotiated in proposals and prices after being submitted.

Competitive Sealed Proposal Process is the purchasing process set forth below. The process shall include the utilization of Competitive Negotiation.

Equipment means personal property costing \$1,000 or more of a durable nature that retains its identity throughout its useful life.

Established Catalog Price means the price included in a catalog, price list, schedule or other form that:

1. is regularly maintained by a manufacturer or contractor;
2. is either published or otherwise available for inspection by customers; and
3. states prices at which sales are currently or were last made to a significant number of any category of buyer or buyers constituting the general buying public for the commodities or services involved.

Invitation for Bids means all documents, whether attached or incorporated by reference, utilized for soliciting bids.

Multi-Step Competitive Sealed Bidding means a competitive process calling for separate submissions of proposals or responses following the issuance of a Request for Information, Request for Qualifications or other solicitation prior to the issuance of an Invitation for Bid. The issuance of these solicitations may constitute the first step or steps of a process followed by a call for non-negotiable competitive-price bid. A Request for Qualifications may also be utilized as the first step in the Competitive Sealed Proposal process.

Procurement means buying, purchasing, renting, leasing, or otherwise acquiring any commodities, services, property or construction or obtaining a benefit from the District even in the event the District is not responsible for compensation. It also includes all functions that pertain to the obtaining of any commodity, service, or construction, including description of requirements, selection and solicitation of sources, preparation and award of a contract or purchase order, and all phases of contract administration.

Business/Non-Instructional Operations

Purchasing Policy

Professional Services means any type of service to the public that requires that members of a profession rendering such service obtain a license or other legal authorization as a condition precedent to the rendition thereof, limited to the professional services of architects, professional engineers, or jointly by architects and professional engineers, landscape architects, certified public accountants and public accountants, land surveyors, attorneys-at-law, psychologists, licensed marital and family therapists, licensed professional counselors and licensed clinical social workers. A contract for professional services may run to individuals or to business entities.

Proposal Development Documents means drawings and other design related documents that are sufficient to fix and describe the size and character of an infrastructure facility as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate to the applicable project delivery method.

Public Notice means the distribution or dissemination of information to interested parties using methods that are reasonably available and comport with the requirements of the Freedom of Information laws set forth in the Connecticut General Statutes. Such methods will often include publication in newspapers of general circulation, electronic or paper mailing lists, and web site(s) designated by the District.

Request for Information means the document used in informal, uncompetitive solicitation of information, data, comments, or reactions from possible suppliers preceding the issuance of a Request for Proposal, a Request for Qualifications or an Invitation for Bid.

Request for Proposals means the solicitation document used in the competitive sealed proposals process. The procedure allows changes to be made to the responses after other proposals are opened and contemplates that the scope of services of the proposals and/or prices offered will be negotiated prior to award.

Request for Qualification means the solicitation document generally used to seek information required for the pre-qualification of a bidder or in the solicitation of a lawyer, architect or engineer.

The General Rule: Competitive Sealed Bidding or Proposals

1. Competitive Sealed Bidding

- a. **Conditions for Use.** Purchase orders or contracts, in an amount in excess of \$20,000.00, shall be awarded by competitive sealed bidding unless the Director of Finance and Administration determines that an alternate method of source selection, as set forth in this policy, is appropriate.
- b. **Invitation for Bids.** An Invitation for Bids shall be issued and shall include specifications and any other descriptions of the commodity, and all proposed

Business/Non-Instructional Operations

Purchasing Policy

and/or mandatory contractual terms, special terms and conditions applicable to the Procurement, other legal and regulatory requirements. With respect to any particular Invitation for Bids, the Director of Finance and Administration may vary any clauses if he/she deems it in the best interest of the District.

- c. **Public Notice.** Adequate public notice of the Invitation for Bids shall be given a reasonable time period prior to the date set forth therein for the opening of bids and in a manner that the Director of Finance and Administration determines will maximize public participation and competition in the Competitive Sealed Bidding process.
 - i. Such notice shall be inserted, at least ten (10) calendar days before the final date of submitting bids, in a major daily newspaper published in the area and may, in the sole discretion of the Director of Finance and Administration, be posted on the internet.
 - 1. *Notice following pre-qualification of Bidders.* In the event of a multi-step competitive or sealed bid, said notice may be sent only to the vendors qualified to bid.
 - ii. Each notice of a planned purchase under this policy shall indicate the type of commodities or services to be purchased.
- d. **Bid Opening.** Bids shall be opened publicly at the time and place designated in the Invitation for Bids. The amount of each bid, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection.
 - i. Each bid shall be kept sealed or secured until opened publicly at the time stated in the notice soliciting such bid.
- e. **Bid Acceptance and Bid Evaluation.** Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. The Invitation for Bid may set forth the evaluation criteria to be used. No criteria may be used in a bid evaluation that is not set forth in the Invitation for Bids. In the event there is no specific evaluation criterion set forth in the Invitation for Bids, evaluation will be based on a determination of the lowest responsible, qualified and responsive bidder as set forth in this policy.
 - i. **Evaluation Criteria.** Bids shall be evaluated by the Director of Finance and Administration and/or consultants if so designated by the Superintendent of Schools, based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability

Business/Non-Instructional Operations

Purchasing Policy

for a particular purpose; and,

- ii. **Objectively Measurable Criteria.** Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs.
- f. **Correction or Withdrawal of Bids; Cancellation of Awards.** Correction or withdrawal of inadvertently erroneous bids before or after award, or cancellation of awards of contracts or purchase orders based on such bid mistakes, shall be permitted with the approval, in writing, of the Director of Finance and Administration. Said actions by the Director of Finance and Administration shall take into consideration preservation of the integrity of the Competitive Sealed Bidding process under this policy.
 - i. **Prohibited Practices Following Bid Opening.** After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the District or fair competition shall be permitted.
 - ii. **Written Determination Regarding Cancellation of Awards or Contracts or Purchase Orders.** Except as otherwise provided by regulation and/or policy, all decisions to permit the correction or withdrawal of bids, or cancel awards of contracts or purchase orders based on bid mistakes shall be supported by a written determination made by the Director of Finance and Administration.
- g. **Award**
 - i. **Lowest Responsible, Qualified and Responsive Bidder.** The contract or purchase order shall be awarded with reasonable promptness by written notice to the lowest responsible, qualified and responsive bidder whose bid meets the requirements and evaluation criteria, if any, set forth in the Invitation for Bids, or criteria established by the Director of Finance and Administration.
 1. In considering past performance of a bidder for the purpose of determining the "lowest responsible, qualified and responsive bidder", the Director of Finance and Administration shall evaluate the skill, ability and integrity of the bidder in terms of the bidder's fulfillment of past contractual obligations and the bidder's experience or lack of experience in delivering equipment, materials, supplies or contractual services of the size or amount for which bids have been solicited.

Business/Non-Instructional Operations

Purchasing Policy

2. The Director of Finance and Administration may reject any or all bids or parts of bids or bids for any one or more commodities or contractual services, when he/she shall deem that the public interest will be served.
 - ii. **Construction Project Exception: Permissible Adjustment of the Bid Price.** Unless otherwise prohibited by federal or state law, regulation or agency requirement, with respect to construction projects only, the Director of Finance and Administration is authorized to negotiate an adjustment of the bid price, including changes in the bid requirements, with the lowest responsible and responsive bidder, in order to bring the bid within the amount of available funds, in the event,
 1. all bids for a construction project exceed available funds;
 2. the low responsible and responsive bid does not exceed such funds by more than ten (10%) percent; and,
 3. the time or economic considerations preclude re-solicitation of work of a reduced scope.
 - h. **Multi-Step Competitive Sealed Bidding.** When it is considered impractical to initially issue an Invitation for Bid, the Director of Finance and Administration may issue a Request for Information or Request for Proposals (requesting technical information) or Request for Qualifications (requesting the qualifications of bidders) as the first step(s) in the process, to be followed by an Invitation for Bids which may be limited to those bidders who have been qualified under the criteria set forth in the first solicitation.

2. Competitive Sealed Proposals

a. Conditions for Use

- i. **Finding by Superintendent of Schools.** Purchase orders or contracts, in excess of \$20,000.00, may be entered into following the issuance of competitive sealed proposals when the Superintendent of Schools or his/her designee determines that the use of Competitive Sealed Bidding is either not practicable or not advantageous to the District. As a general rule the Competitive Sealed Proposal shall be utilized for services, construction contracts and other commodities or services not susceptible to a competitive sealed bid.
- ii. **Professional Services Other Than Architectural and Engineering** are exempt from the provisions of this policy; however, the Director of

Business/Non-Instructional Operations

Purchasing Policy

Finance and Administration may utilize the Competitive Sealed Proposal process set forth in this policy.

- b. **Requests for Proposals.** Proposals shall be solicited through a Request for Proposals. As required by the Director of Finance and Administration, a Request for Information, Request for Qualifications or other forms of solicitation may be utilized to ascertain information, to establish qualifications, or to establish a list of those eligible to submit bids or proposals at subsequent steps in the procurement process in a manner established by the Director of Finance and Administration. The solicitations shall also contain, among other things, a description of the projected scope of services or system requirements, a notice of mandatory district contractual provisions or terms and conditions required by this policy or other state or federal agencies. Services shall be selected on the basis of a Request for Proposals. The Director of Finance and Administration shall establish guidelines identifying the content of Requests for Proposals.
- c. **Public Notice.** Adequate Public Notice of the Request for Proposals shall be given a reasonable time period prior to the date set forth therein for the opening of proposals and in a manner that the Director of Finance and Administration determines will maximize public participation and competition in the Competitive Sealed Proposal process.
 - i. Such notice shall be inserted, at least ten (10) calendar days before the final date of submitting proposals in the major daily newspaper published in the district and may, in the sole discretion of the Director of Finance and Administration, be posted on the internet.
 1. *Notice following pre-qualification of Bidders.* In the event of pre-qualification of bidders, said notice may be sent only to the vendors qualified to respond.
 - ii. Each notice of a planned purchase under this policy shall indicate the type of commodities or services to be purchased.
- d. **Receipt of Proposals: Register of Proposals.** Proposals shall be opened publicly at the time and place designated in the Request for Proposals. Proposals shall be opened and only the names of each bidder recorded so as to avoid disclosure of contents to competing bidders during the process of negotiation. A register of proposals shall be prepared in a format established by the Director of Finance and Administration.
 - i. The register shall be open for public inspection after the award of the contract or purchase order, with the exception of confidential trade and business information withheld in accordance with Connecticut General

Business/Non-Instructional Operations

Purchasing Policy

Statutes.

- e. **Evaluation Factors and Criteria.** The Request for Proposals shall state all evaluation criteria including, but not limited to:
- i. demonstrated compliance with the design or other requirements;
 - ii. proposer's qualifications;
 - iii. financial capacity;
 - iv. project schedule;
 - v. price or life cycle price, where appropriate; and,
 - vi. other factors, if any.

Notwithstanding the aforementioned criteria, additional factors may be considered at the discretion of the Director of Finance and Administration prior to the opening of the proposals.

- f. **Correction or Withdrawal of Proposals; Cancellation of Awards.** Correction or withdrawal of inadvertently erroneous proposals before or after award, or cancellation of awards of contracts or purchase orders based on such mistakes, may be permitted by the Director of Finance and Administration, provided that such determinations by the Director of Finance and Administration shall take into consideration preservation of the integrity of the Competitive Sealed Proposal process under this policy.
- i. **Prohibited Practices Following Opening of Proposals.** After opening the proposals, no changes in prices or other provisions of proposals prejudicial to the interest of the district or fair competition shall be permitted.
 - ii. **Written Determination Regarding Cancellation of Awards or Contracts or Purchase Orders.** Except as otherwise provided by any regulation and/or policy, all decisions to permit the correction or withdrawal of proposals, or cancel awards of contracts or purchase orders based on proposal mistakes shall be supported by a written determination made by the Director of Finance and Administration.
- g. **Selection Process.** The Superintendent of Schools or his/her designee shall review responses to Requests for Proposals. In no case shall an employee with a financial interest in the transaction be designated to review responses to Requests

Business/Non-Instructional Operations

Purchasing Policy

for Proposals.

- i. **Review of Responses to Request for Proposals.** The Superintendent of Schools or his/her designee shall evaluate the Responses to Requests for Proposals. Such selection process may include interviews or oral presentations, with the determination of those to be invited to be interviewed or to make an oral presentation to be based on the established evaluation factors. The Superintendent may also establish a selection committee to assist him in the process.
- ii. **Recommendation.** Based on the review, the Superintendent of Schools or his/her designee shall prepare a list, in rank order based on the established evaluation factors, of no fewer than three firms, if possible.
- iii. **Negotiation.** The Director of Finance and Administration shall negotiate a contract, including in regard to cost and scope, with the firm rated highest by the Superintendent of Schools or his/her designee.
- iv. **Failure to Negotiate a Contract.** Should the Director of Finance and Administration be unable to negotiate a satisfactory contract that he/she determines to be fair and reasonable to the District with the firm selected for negotiations in accordance with this section, the Director of Finance and Administration may then continue this process, starting with the next highest rated firm on the list, until such time as a contract determined by the Director of Finance and Administration to be fair and reasonable to the district is negotiated or until the Director of Finance and Administration determines that the existing procurement process should be terminated.

h. Award

The Superintendent of Schools or his/her designee has the authority to approve contracts up to the sum total of \$35,000 for the entire term of the contract. The Superintendent of Schools shall bring all contracts exceeding \$35,000 to the Amity Finance Board and Amity Regional Board of Education for approval.

- i. **Offer Most Advantageous to the District.** Award shall be made by the Director of Finance and Administration, subject to the prior approval of the Superintendent of Schools, and Amity Finance Committee and Amity Regional Board of Education for contracts exceeding \$35,000, to the responsible bidder whose proposal conforms to the solicitation and is determined in writing by the Director of Finance and Administration to be the most advantageous to the district, in accordance with the criteria set forth in the Request for Proposals or other solicitation, including price and the evaluation factors.

Business/Non-Instructional Operations

Purchasing Policy

- ii. **Contents of Transactional Files.** The contract or purchase order files shall contain the basis on which the award is made.
- iii. **Written Notice of Award.** Notice of the award of a contract or purchase order shall be promptly given to the successful bidder.

3. Requests for Qualifications

- a. **Policy.** The Director of Finance and Administration may issue a Request for Qualifications for Services for a means of prequalifying a firm prior to proceeding with a Competitive Sealed Bid or a Request for Proposal as set forth in this policy.
- b. **Solicitation of Professional Service Firms.** The Director of Finance and Administration shall issue a Request for Qualifications in order to encourage firms engaged in the lawful practice of their profession to submit a statement of qualifications and performance data. The Request for Qualifications shall be published in appropriate trade and professional publications in order to attain the objectives of the policies set forth in this section.
- c. **Selection Committee.** The Superintendent of Schools or his/her designee shall establish a selection committee, and include members of the Amity Regional Board of Education or a Board sub-committee, to review Responses to Requests for Qualifications. No member of the selection committee shall have a financial interest in the transaction.
 - i. **Review of Responses to Request for Qualifications.** The selection committee shall evaluate the Responses to Requests for Qualifications.
 - ii. **Recommendation.** Based on its review, the selection committee shall submit to the Superintendent of Schools a list, in rank order based on the evaluation factors and criteria established by the selection committee, of no fewer than three firms, if possible.
 - iii. **Services Other Than Legal, Architectural and Engineering Services.** For services other than legal, architectural and engineering services, invitations to bid or requests for proposals, whichever is applicable given the nature of the procurement involved, shall be sent to those appearing on such list. The successful bidder or respondent shall, thereafter, be chosen in accordance with the provisions of this policy.
 - iv. **Legal, Architectural and Engineering Services Negotiations.** It is the policy of the District to publicly announce all requirements for legal,

Business/Non-Instructional Operations

Purchasing Policy

architectural and engineering services and to negotiate contracts for legal, architectural or engineering services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable prices. Notwithstanding total contract amount, the Amity Regional Board of Education shall approve the selection of all legal, architectural and engineering services.

4. Recurring Procurements

- a. **The Blanket or Consolidated Procurement.** The Director of Finance and Administration shall, wherever appropriate, consolidate the purchase of commodities or services required by the various departments, on a recurring basis, in order to obtain Competitive Sealed Bids or other forms of solicitation to assure the best possible prices. Upon award, the Director of Finance and Administration shall notify all departments of the blanket or consolidated procurement, which shall be valid for the fiscal year in which it was issued. The Director of Finance and Administration shall circulate to all cost center supervisors the pertinent information or catalogs relative to each blanket or consolidated procurement.

5. Exceptions to the General Rule:

- a. **State Bid List, Multi-Town Consortiums**

The Director of Finance and Administration may purchase goods and services through the State Bid List, Multi-Town Consortium (such as BOWA, Region 15 Consortium), or similar municipal entity where items have already been bid by a public, competitive bidding process.

- b. **Small Purchases**

- i. **Small Purchases between \$2,500 and \$19,999.** All procurements where the amount involved is less than \$20,000 but equal to or greater than \$2,500 shall be made without newspaper advertisement and without observing the procedures for the award of contracts and purchase orders.

1. **Price Alternatives.** All small purchases shall, wherever possible, be based on at least three written price alternatives from qualified bidders, as solicited by the Director of Finance and Administration. Said notice pertaining to the solicitation shall set forth the time and place for the submission. The notice may be tendered to qualified bidders, by telephone, facsimile or electronically. A record of all notices and price alternatives shall be kept in the records of the Finance Department.

Business/Non-Instructional Operations

Purchasing Policy

2. **Award.** The Director of Finance and Administration shall award the purchase order to the lowest responsible bidder. If the purchase order is not given to the lowest responsible bidder, a written explanation shall be made by the Director of Finance and Administration and be filed as a public record with the other papers to the transaction.
 - ii. **Small Purchases in an Amount Less than \$2,500.** All procurements where the amount involved is less than \$2,500 may be awarded on a single bid and, at the Director of Finance and Administration's discretion, accepted orally.
- c. **Sole Source Procurement**
- i. **A Single Available Source for a Commodity, Service or Construction Item.** A contract or purchase order may be awarded for a commodity, service, or construction item without competition when, under this section the Director of Finance and Administration determines, in writing, that there is only one source for the required commodity, service, or construction item.
 - ii. **Factors Considered by the Director of Finance and Administration.** Among the factors the Director of Finance and Administration may take into consideration are the following:
 1. Equipment, material, services, or supplies for which there is no comparable competitive product from more than one supplier;
 2. Public utility services from natural or regulated monopolies;
 3. A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer;
 4. An item where compatibility is the overriding consideration, such as computer operating software enhancements for an existing system;
 5. Whether there is only one authorized service provider; or,
 6. A used item that becomes immediately available and is subject to prior sale.
- d. **Procurements Pertaining to Public Emergencies**

Notwithstanding any other provisions of this policy, the Superintendent of Schools may authorize the Director of Finance and Administration to make emergency procurements when there exists a threat to the lives, health, property, welfare or safety of the students and/or staff of the District.

Business/Non-Instructional Operations

Purchasing Policy

- i. **Determination of Public Emergency.** To so authorize such emergency procurements, the Superintendent of Schools shall act in accordance with a determination of public emergency by: (1) the President of the United States; or, (2) the Governor of the State of Connecticut; or, (3) the Chief Elected Official of Bethany, Orange or Woodbridge; (4) Director of Health; (5) Chief of Police or Fire Chief of Bethany, Orange, or Woodbridge; or (6) consultation with the Chairman of the Amity Regional Board of Education or his/her designee.
 - ii. **Communication.** In the event of a health or safety emergency necessitating a line item transfer of \$3,000 or more, the Superintendent or the Director of Finance and Administration will promptly notify the Chairman of the Board of Education and the Chairman of the Amity Finance Committee in accordance with Amity Bylaw 9132.6.
- e. **Waiver of Bid or Proposal Requirement: Extraordinary Conditions.**
- i. **Extraordinary Conditions or Contingencies.** Whenever a situation (that is not deemed a Public Emergency) exists by reason of extraordinary conditions or contingencies that could not reasonably be foreseen and guarded against, or because of unusual trade or market conditions, the Superintendent of Schools or his/her designee may, if it is in the best interest of the district, recommend to waive the competitive bid or proposal requirements. This waiver must be approved by the Amity Regional Board of Education.
 - 1. **Basis for the Determination.** The determination shall be based upon need and shall not be utilized in order to satisfy preferences or convenience, for preventing funds from lapsing at the end of a fiscal year or for any reason that would circumvent the procurement methods set forth in this policy.
- f. **Exempt Services**

The following shall be exempt from the Competitive Bid and Proposal process. The Superintendent of Schools or his/her designee or the Amity Board of Education may, nonetheless, elect to undertake a competitive selection process to solicit professional services which are exempt from the Competitive Bid and Proposal process.

- i. Procurement of professional services as defined above;
- ii. Procurement of legal, architectural and engineering services where entered in compliance with this policy;

Business/Non-Instructional Operations

Purchasing Policy

- iii. Procurement of services, equipment or leases of equipment that are necessary for instruction and related services to be provided to individual students with disabilities in accordance with the requirements of the Individuals with Disabilities Act (“IDEA”) and their respective regulations; or
- iv. Agreements between (i) the District, local, state and/or federal governments pertaining to grants; or, (ii) the district and other community based organizations, universities and other nonprofit entities participating as potential service providers in the application for a competitive grant offered by the federal or state governments.

g. **Exempt Investment and Insurance**

Investment of District funds, including those of the pension plan, are exempt from the Competitive Bid and Proposal process contained in this policy except for the selection of any investment advisors or managers who direct the investment of such funds. The placement of insurance coverage is exempt from the Competitive Bid and Proposal process contained in this policy except for the selection of the broker who places any insurance on behalf of the District.

h. **Record of Procurement Actions Taken With Regard to Sole Source, Waiver and Emergency Procurements**

The Director of Finance and Administration shall maintain a record in the Finance Department, listing all contracts or purchase orders made pertaining to sole source, emergency and waiver purchases for a minimum of five (5) fiscal years. The record shall contain:

- i. each contractor’s name;
- ii. the amount and type of each contract or purchase order; and
- iii. a listing of the commodities, services, or construction procured under each contract or purchase order.

i. **Federal and State Procurement Standards: Application for Competitive Grants**

Notwithstanding the requirements of this policy, all procurements that include funding by federal or state funds, including the application for competitive grants, shall comply with the procurement and legal requirements of the federal or state laws or regulations.

6. **Cancellation of Invitation for Bids or Requests for Proposals. Waiver of Minor Irregularities**

Business/Non-Instructional Operations

Purchasing Policy

- a. **Cancellation.** The Director of Finance and Administration may:
 - i. cancel an Invitation for Bids, a Request for Proposals, or other solicitation; or,
 - ii. reject any or all bids or proposals, in whole or in part, as may be specified in the Invitation for Bids, Request for Proposals, or other solicitation, when he deems it in the best interest of the District, in accordance with regulations and/or policies, if any. The Director of Finance and Administration shall set forth his/her reasons, in writing, which shall be part of the contract file. No written determination shall be required for the cancellation of an entire Invitation for Bid or Request for Proposals.
- b. **Waiver of Minor Irregularities.** The Director of Finance and Administration may waive minor irregularities in bids and proposals if he/she determines that such a waiver would be in the best interest of the District. The Director of Finance and Administration shall state the reasons for any such waiver in writing and include such statement in the contract file.

7. Responsibility of Bidders

- a. **Determination of Nonresponsibility.** The Director of Finance and Administration shall make a determination of nonresponsibility of a bidder. The unreasonable failure of a bidder to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of nonresponsibility with respect to such bidder. If requested by the bidder deemed nonresponsible, the Director of Finance and Administration may provide a written determination.
- b. **Right of Nondisclosure.** To the extent permitted by the Connecticut General Statutes, confidential information furnished by a bidder pursuant to this policy shall not be disclosed outside of the district without prior written consent by the bidder.

8. Prequalification of Suppliers

Prospective suppliers may be prequalified for particular types of commodities, services, and construction. The Director of Finance and Administration shall determine the method of submitting prequalification information and the information required in order to be prequalified.

9. Substantiation of Offered Prices

The Director of Finance and Administration may request factual information reasonably

Business/Non-Instructional Operations

Purchasing Policy

available to the bidder to substantiate that the price or cost offered, or some portion of it, is reasonable.

10. Reporting of Anticompetitive Practices

When for any reason collusion or other anticompetitive practices are suspected among any bidders, a notice of the relevant facts shall be transmitted to the Superintendent of Schools, Chairman of the Amity Regional Board of Education, or Corporation Counsel who shall refer the matter to the Attorney General of the State of Connecticut.

11. Retention of Procurement Records

All Procurement records shall be retained and disposed of in accordance with the records retention guidelines established by the laws of the State of Connecticut.