

**BARRE UNIFIED UNION SCHOOL DISTRICT**

**Barre City Elementary & Middle School**

**Barre Town Middle Elementary School**

**Spaulding High School**

**Spaulding Educational Alternatives**

**November 14, 2022**

**RFP - Bid Procedures**

The purpose of this procedure is to ensure that the business of Barre Unified Union School District (BUUSD) will be conducted according to the BUUSD Fiscal Management and General Financial Accountability Policy (F20) and the Prevention of Conflict of Interest in Procurement Policy (F24).

A good RFP process can protect a district from scrutiny over purchases and ensure that the district has received the best price and products possible. Here are some steps to make the RFP process easier:

- Review Vermont Bid Law: <https://legislature.vermont.gov/statutes/section/16/009/00559>
- Contact the Business Manager for purchases over \$40,000. Together, you will develop the RFP based on scope of work, services requested, products needed. Review board policies F20 and F24 and purchasing procedures.
- We always work backward by determining when our recommendation needs to go to our board for approval. That is the trigger that will drive the factors that precede it. From that defined point in time, we lay out the timeline.
- Follow the checklist below to procure products and services:

1. Consult with BUUSD Business Manager to begin the process of contracting out the project.
2. BUUSD Facilities Director to develop scope of work, assess the need for professional architect/engineer services.
3. Develop RFP, solicit, advertise, invite bidders as aligned with state and federal requirements.
4. Document responses, pre-bid on site participants.
5. Receive and review bids with BUUSD Business Manager, Facilities Director, architect/engineer and other pertinent BUUSD directors as needed. Depending on the scale of the project, this may require credit checks, past performance reviews and overall credential reviews.
6. Superintendent recommends the vendor/contractor to the Board for approval.
7. Contact vendors/contractors to inform the outcome of the bid process.
8. The Business Manager works with the contractor to develop a contract.  
<https://resources.finalseite.net/files/v1610457544/bsuvtorg/ynlr9rsmerfkvvj6em1n/ContractProcurementInitiationandApprovalProcedures.docx>
9. Receive copies of all necessary permits for the project. Require the responsibility of the contractor(s) to acquire all necessary permits for the project.
10. Oversee project to completion. Perform oversight/inspections throughout the project.
11. Close out project with final payment.