

Requests For Proposals (RFPs)

The North Merrick Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be conducted under the general supervision of the Assistant Superintendent and the Purchasing Agent. All district policy regarding the procurement process will be reviewed by the Board at least annually.

In accordance with New York State regulations, the Board of Education will require proposals for the following services and contracts:

- Appointment of Independent Auditor (every five years)
- Transportation Contracts
- Other services as deemed necessary and timely by the Board of Education and/or the Assistant Superintendent for Business using best business practice.

RFPs (with the exception of transportation RFPs) need not be advertised and may be directed to specific entities. The awards for an RFP need not be made to the entity making the lowest monetary proposal but the district must document why award was made to other than lowest monetary bidder. If the RFP contains a list of criteria to be used to determine the award of the contract, the district must document that the entity awarded the contract meets the criteria or demonstrate why the criteria was waived. The Business Office will forward all award decision documents to the board of education for approval.

Ref: Education Law §§305(14); 1709(9)(14)(22)
General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.

Adopted: 4/13/2021