

Purchasing Procedures Including Federal Procurement

Purchase orders

Written procedures will be maintained by the director of finance and approved by the auditor.

1. All purchase orders will be reviewed by the building administrator or director who will determine which items will be ordered. Should it be necessary to disapprove the purchase order, it will be returned to the person initiating the purchase order with an explanation.
2. All purchase orders must be filled out as completely as possible.
3. A separate purchase order must be filled out for each vendor.
4. The authorized administrator or director will signify approval of the order by signing it or approving it in the accounting system. Upon approval, the form will be distributed as per district practice.
5. Vendors will be selected from existing approved vendors. Requests for new vendors may be made to the finance director or designee.

Employee selection

1. If an employee wishes to select the materials, he may so state on the requisition and vendor copy of the purchase order. The person making the purchase will submit appropriate documentation to the building secretary upon receipt of materials.
2. All such notices and other invoices or packing slips must be presented to the business office weekly to ensure payment.
3. An exception may be made when a teacher or administrator sees an acceptable item of instructional merchandise while attending an education convention or in a similar circumstance while out of town and chooses to purchase the item with personal funds. In this case, the staff member may apply for reimbursement provided he or she received prior approval from the immediate supervisor and upon return presents a requisition and signed receipt for the amount spent.

Purchase commitments

Only authorized representatives of the district may approve an order number or obligate the district for purchase of goods and services.

No purchases may be made without the proper requisition and authorized signature. No confirming of after-the-fact purchase authorization will be allowed.

Vendors who supply goods or services without proper authorization do so at their own risk. The district will not accept responsibility for bills incurred by individual employees who are not authorized to act on behalf of the Board of Education. Employees are forbidden to make purchases or order services in the name of the Garfield School District Re-2 without authorization.

Federal Procurement

“Single source” procurement

One or more of the following conditions justify procurement of a small or large purchase pursuant to a noncompetitive proposal (i.e., “single source” procurement):

1. The item is only available from a single source;
2. A public exigency or emergency exists and does not permit the delay that would result from a competitive solicitation;
3. After solicitation of a number of sources, the district determines that competition is inadequate; or
4. The federal awarding agency or the state as the pass-through entity has expressly authorized noncompetitive proposals in response to a written request from the district.

The district shall document the grounds for using a single source procurement process in lieu of an otherwise-required competitive method of procurement.

Standards for obtaining price or rate quotations

The following standards apply to district procurement decisions that include the consideration of price or rate quotations:

1. Obtain at least two price or rate quotations that represent acceptable procurement options.
2. Price or rate quotations may be obtained from an online search, publicly advertised prices, written quotations prepared upon request or by documenting verbal quotations.

3. The specific price or rate quotation need not be the sole determining factor in the procurement decision if:
 - a. other relevant and material differences exist among the quotations (e.g., quality, functionality, vendor-supplied support services, life-cycle cost estimates, vendor experience in connection with the purchase of services, etc.); and
 - b. such differences predominate over a strict cost comparison.
4. If the district determines that it is in the district's best interests to not select the lowest price or rate quotation based upon the criteria listed in the above paragraph, the reason for deviating from using cost as the determining factor shall be documented.

Additional standards applicable to procurements under the federal Uniform Grant Guidance

Unless expressly authorized by the federal Uniform Grant Guidance and/or other applicable federal law, the following standards shall apply to district purchases made in whole or in part with federal funds:

1. The district shall take affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. These affirmative steps include, but are not limited to, placing qualified small and minority businesses and women's business enterprises on solicitation lists and ensuring the small and minority businesses and women's business enterprises are solicited whenever they are potential sources.
2. A time and materials contract may be used only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.
3. District procurement supported by federal funds may be subject to the federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The general requirements include procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative program for procurement of recovered materials as identified in Environment Protection Agency (EPA) guidelines.

Approved: September 27, 1988
Revised: September 12, 1989
Revised: August 1994
Revised : January 24, 1995
Revised: September 26, 2006
Revised: May 23, 2017

Garfield School District No. Re-2, Rifle, Colorado