

5410	Procurement of Goods and Services
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Purchasing Authority

The District's purchasing activities will be part of the responsibilities of the Business Office, under the general supervision of the Purchasing Agent designated by the Board of Education. The Purchasing Agent is authorized to enter into cooperative bidding and cooperative purchasing arrangements to meet the various needs of the District. No contracts for goods and services shall be made by individuals or organizations in the school that involve expenditures without first securing approval for such contract from the Purchasing Agent.

Except as authorized by law, no Board member or employee of the School District shall have an interest in any contract entered into by the School District.

Purchasing Process

The Board of Education recognizes its responsibility to ensure the development of procedures for the procurement of goods and services not required by law to be made pursuant to competitive bidding requirements. These goods and services will be procured in a manner so as to:

- a. Assure the prudent and economical use of public moneys in the best interest of the taxpayer;
- b. Facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and
- c. Guard against favoritism, improvidence, extravagance, fraud and corruption.

These procedures shall contain, at a minimum, the following:

- a. Purchasing procedures,
- b. Exceptions and Special Cases,
- c. Competitive purchasing requirements,
- d. Purchasing form.

Any failure to fully comply with these provisions shall not be grounds to void action taken or give rise to a cause of action against the District or any District employee.

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"Piggybacking" Exception to Competitive Bidding

The Board of Education authorizes the purchase of commodities, materials, equipment, technology, food products, supplies or services goods and/or services from bids that are written and awarded by the Office of General Services or any other department or agency of the state or federal government as authorized under and in accordance with the General Municipal Law of the State of New York

This method of procurement is permitted on contracts issued by other governmental entities, provided that the original contract:

- a. Has been let by the United States or any agency thereof, any state (including New York State) or any other political subdivision or district therein;
- b. Was made available for use by other governmental entities and agreeable with the contract holder; and
- c. Was let in a manner that constitutes competitive bidding consistent with New York State law, or was awarded on the basis of best value, and is not in conflict with other New York State laws.

Education Law Sections 1604, 1709, 1950, 2503, 2554 and 3602
General Municipal Law Articles 5-A and 18
General Municipal Law Section 119-o
State Finance Law Sections 162, 163 and 163-b

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