



**P 3320
Business**

PURCHASING PROCEDURES – SOLICITING PRICES (BIDS AND QUOTATIONS)

I. Purchasing Policy:

a) Definitions for this policy

1. Quotation: A notice, either orally or in writing whereby a vendor informs the purchaser of the conditions and price under which he will furnish supplies, materials, equipment or services to the purchaser.
2. Bid: A notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the purchaser, of the conditions and price under which he will furnish supplies, materials, equipment or services to the purchaser in response to a set of specifications set forth by the purchaser.

b) Purchases for less than \$25,000:

Purchases for less than \$25,000 shall be made under the direction of the Superintendent of Schools or his/her designee following administrative procedures which shall take into consideration quality, price and delivery that are advantageous to Regional School District #10.

c) Purchases between \$25,001 - \$49,999

Purchases between \$25,001 - \$49,999 shall be made with an absolute attempt to obtain three (3) quotes. The vendors contacted and price should be documented. The Superintendent or his/her designee following administrative procedures which shall take into consideration quality, price and delivery that are advantageous to Regional School District #10.

d) Purchases for \$50,000 or more:

Purchases exceeding \$50,000 shall be made through a formal Quotation/Bid procedure. The lowest bid, consistent with quality, responsibility and educational requirements, will be accepted

e) Co-operative Purchasing

Bids through a regional cooperative bidding procedure or bidding conducted by the State of Connecticut Purchasing Department shall be excluded from local purchasing requirements.

f) Sole Source Purchasing:

The Regional School District #10 Board of Education and the Superintendent of Schools reserve the right to Sole Source Purchase when they deem that to do so is in the best interest of the District. Factors which would make it advantageous to Sole Source Purchase include, but are not limited to, the uniqueness of a product, service, or qualifications, time schedule considerations, feasibility, administrative necessity, and financial advantage or necessity.

g) Contract Awards:

Purchase contracts of less than \$50,000 shall be awarded by the Superintendent, or his/her designated agent. Purchase contracts for \$50,000 or more shall be awarded by the Region 10 Board of Education.

In the absence of a regularly scheduled Board of Education meeting, a meeting of the Facilities Committee will be held to review bids and accept the bid most advantageous for the district. The Chair of the Facilities Committee will then consult with the Board Chair the outcome of the bid. After consultation with the Board Chair, the project may begin. The bid will be presented for approval at the next regularly scheduled Board of Education meeting.

h) Emergencies

The Board of Education may waive the procedures outlined herein and prescribe alternative procedures for particular situations.

In an emergency situation, the procedures above may be eliminated. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent of Schools and in his/her absence, the Director of Finance and Operations with consultation with the Board Chair. A Purchase Order for said goods or services shall be completed with the appropriate information on the next business day. All documentation is to be kept with the Purchase Order for future reference.

II. Expenditures/Expending Authority:

The Director of Finance and Operations will be responsible for all purchases. No transaction shall be authorized until a purchase order has been issued by a Principal or other administrator/supervisor responsible for department budgets and approved by Director of Finance and Operations. The Director of Finance and Operations shall ensure that all materials procured meet the needs of educational programs.

III. Contracts:

All contracts between the district and vendor and/or outside agencies shall conform to prescribed standards as required by law.

All contracts between the district and vendor and/or outside agencies shall be prepared under the supervision of the Superintendent or designee, and where appropriate, subject to approval of the legal adviser to the district.

IV. Vendor Relations:

No member or employee of this Board shall accept, either directly or indirectly, any gifts from any person, firm or corporation doing or desiring to do business with the Region 10 School System.

V. Affirmative Action:

The school district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical handicap or disability, either in employment practices or in the provisions of benefits or services to students or employees.

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