

1 Great Falls School District

2
3 **NONINSTRUCTIONAL OPERATIONS**

8211

4
5 Procurement Policy Using Federal Funds

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7 The purpose of this Policy is to establish guidelines that meet or exceed the procurement
8 requirements for purchases of goods, services, and construction or repair projects when federal
9 funds are being used in whole or in part to pay for the cost of the contract. This policy
10 specifically applies to purchases using federal funds including but not limited to food service
11 purchases.

12
13 This policy applies to contracts for purchases, services, and construction or repair work funded
14 with federal financial assistance whether direct or reimbursed. The requirements of this Policy
15 also apply to any subrecipient of the funds. All contracts paid for in whole or in part with federal
16 funds shall be in writing.

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18 All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are
19 subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements
20 for federal awards codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the
21 federal agency or state pass-through agency that awarded the funds.

22
23 No contract may be divided to bring the cost under bid thresholds or to evade any requirements
24 under this Policy or state and federal law.

25
26 Purchases

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- 28 • Purchases greater than \$1 and less than \$80,000;
 - 29 ○ Any purchases greater than \$1 and less than \$80,000 will be handled in a fair and
 - 30 equitable manner consistent with District Policy on purchasing as specified in
 - 31 accordance with Policy 7320.
 - 32 ○ The District will obtain estimates when any purchase will cost more than eighty
 - 33 thousand (\$80,000).
 - 34 ○ The District may enter into a cooperative purchasing contract for procurement of
 - 35 supplies with one or more districts or a Cooperative Service Program. This
 - 36 allows the District to participate in a cooperative purchasing group to purchase
 - 37 supplies through the group without bidding if the cooperative purchasing group
 - 38 has a publicly available master list of items available with pricing included and
 - 39 provides an opportunity at least twice yearly for any vendor, including a Montana
 - 40 vendor, to compete, based on a lowest responsible bidder standard.
 - 41 • Purchases greater than \$80,000 will be handled in accordance with District Policy 7320.

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43 Suspension and Debarment

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45 The District will award contracts only to responsible contractors possessing the ability to
46 perform successfully under the terms and conditions of the proposed procurement. All

1 purchasing decisions shall be made in the best interests of the District and shall seek to obtain the
 2 maximum value for each dollar expended. When making a purchasing decision, the District shall
 3 consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of
 4 past performance; and (4) financial and technical resources.

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 6 The Superintendent or designee shall have the authority to suspend or debar a
 7 person/corporation, for cause, from consideration or award of further contracts.

8
 9 The District shall not subcontract with or award sub-grants to any person or company who is
 10 debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is
 11 not debarred or suspended by confirming such status.

12 Maintenance of Procurement Records

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 15 The District maintains records sufficient to detail the history of all procurements. These records
 16 include, but are not limited to, the following: rationale for the method of procurement, selection
 17 of contract type, contractor selection, or rejection, and the basis for the contract price (including
 18 a cost or price analysis).

19 Standards of Conduct for District Employees

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 22 The District maintains the following code of conduct for any employees engaged in award and
 23 administration of contracts supported by Federal Funds:

- 24 • No District employee will engage in any procurement when there is a conflict of interest,
 25 real or perceived, and District employees cannot solicit or accept any gratuities, favors or
 26 anything of monetary value from prospective vendors. This shall not preclude district
 27 personnel from serving on boards or participating in organizations that support the
 28 District's needs to obtain quality services and supplies.
- 29 • No District employee shall participate in the selection, award or administration of a
 30 contract when any of the following persons have a financial interest in the firm selected
 31 for award:
 - 32 ○ The employee
 - 33 ○ Any member of his/her immediate family
 - 34 ○ People with whom there is an intimate personal relationship
 - 35 ○ An organization which employs or is about to employ any of the above
- 36 • The District would like all employees to behave with the utmost integrity and never be
 37 self-serving, be fair in all aspects of the procurement process, be alert to conflicts of
 38 interest, and avoid any compromising situations.
- 39 • Employees found to be in violation of this policy are subject to disciplinary action, up to
 40 and including termination.

41 Contracting with small and minority businesses, women's business enterprises, and labor surplus 42 area firms

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 45 The District will take all necessary affirmative steps to assure that minority businesses, women's
 46 business enterprises, and labor surplus area firms are used for projects and purchases covered by

1 this policy, when possible under the circumstances governing or relating to the purchase or
2 project. Affirmative steps shall include:

- 3 • Placing qualified small and minority businesses and women’s business enterprises on
4 solicitation lists covered by this policy;
- 5 • Assuring that small and minority businesses, and women’s business enterprises are
6 solicited for projects and purchases covered by this policy whenever they are potential
7 sources;
- 8 • Dividing total requirements, when economically feasible and legally permissible, into
9 smaller tasks or quantities to permit maximum participation by small and minority
10 businesses, and women’s business enterprises for projects and purchases covered by this
11 policy;
- 12 • Establishing delivery schedules, where the requirements and circumstances permit, which
13 encourage participation by small and minority businesses, and women’s business
14 enterprises for projects and purchases covered by this policy;
- 15 • Using the services and assistance, as appropriate, of such organizations as the Small
16 Business Administration and the Minority Business Development Agency of the
17 Department of Commerce for projects and purchases covered by this policy; and
18 • Requiring the prime contractor, if subcontracts are to be let for a project or purchase
19 covered by this policy, to take the affirmative steps listed in this section.

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21 Cross Reference

22 Policy 7320 Purchasing

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24 Legal Reference

25 2 C.F.R. Part 200 Uniform Administrative Requirements, Cost principles, and Audit
26 Requirements for Federal Awards

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28 Policy History

29 Adopted on: February 28, 2022

30 Revised on:

31 Revised on: