

1 Great Falls Public Schools

2  
3 **FINANCIAL MANAGEMENT**

7320

4  
5 Purchasing

6  
7 Authorization and Control

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9 The Superintendent is authorized to direct expenditures and purchases within limits of the  
10 detailed annual budget for the school year. Board approval for purchase of capital outlay items  
11 is required when the aggregate total of a requisition exceeds Eighty Thousand Dollars (\$80,000)  
12 except the Superintendent shall have the authority to make capital outlay purchases without  
13 advance approval when necessary to protect the interests of the District or the health and safety  
14 of staff or students. The Superintendent shall establish requisition and purchase order procedures  
15 to control and maintain proper accounting of expenditure of funds. Staff who obligate the  
16 District without proper authorization may be held personally responsible for payment of such  
17 obligations. The Board adopts all applicable provisions of the Montana Procurement Act.  
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19 Bids and Contracts

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21 Whenever the cost of any supplies, equipment or work shall exceed Eighty Thousand Dollars  
22 (\$80,000), formal bids shall be called for by issuing public notice as specified by statute.  
23 Specifications shall be prepared and made available to all vendors interested in submitting a bid.  
24 The contract shall be awarded to the lowest responsible bidder, except that the trustees may  
25 reject any or all bids. The Board, in making a determination as to which vendor is the lowest  
26 responsible bidder, will take into consideration not only the amount of each bid, but will also  
27 consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to  
28 promptly fulfill the contract according to its letter and spirit. The bidding requirements do not  
29 apply to: a registered professional engineer, surveyor, real estate appraiser, or registered  
30 architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an  
31 attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims  
32 adjuster; or an accountant licensed under Title 37, Chapter 50.  
33

34 Advertisement for bid must be made once each week for two (2) consecutive weeks, and a  
35 second (2<sup>nd</sup>) publication must be made not less than five (5) nor more than twelve (12) days  
36 before consideration of bids.  
37

38 The Superintendent will establish bidding and contract-awarding procedures. Each bid and  
39 procurement procedures completed by the District will comply with applicable  
40 nondiscrimination laws. Each vendor or contractor awarded a contract under this policy, or any  
41 District procurement process shall comply with all applicable nondiscrimination laws. Bid  
42 procedures will be waived only as specified in statute. Any contract required to be let for bid  
43 shall contain language to the following effect:  
44

45 In making a determination as to which vendor is the lowest responsible bidder, if any, the  
46 District will take into consideration not only the pecuniary ability of a vendor to perform

1 the contract, but will also consider the skill, ability, and integrity of a vendor to do  
 2 faithful, conscientious work and promptly fulfill the contract according to its letter and  
 3 spirit. References must be provided and will be contacted. The District further reserves  
 4 the right to contact others with whom a vendor has conducted business, in addition to  
 5 those listed as references, in determining whether a vendor is the lowest responsible  
 6 bidder. Additional information and/or inquiries into a vendor’s skill, ability, and integrity  
 7 are set forth in the bid specifications.

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 9 Cooperative Purchasing

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 11 The District may enter into cooperative purchasing contracts with one or more districts for  
 12 procurement of supplies or services. A district participating in a cooperative purchasing group  
 13 may purchase supplies and services through the group without complying with the provisions of  
 14 20-9-204(4), MCA if the cooperative purchasing group has a publicly available master list of  
 15 items available with pricing included and provides an opportunity at least twice yearly for any  
 16 vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard,  
 17 for inclusion of the vendor's supplies and services on the cooperative purchasing group's master  
 18 list.

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 20 Legal Reference:

21 § 18-1-101, MCA	Definitions
22 § 18-1-201, MCA	State Contracts to Lowest Bidder - Reciprocity
23 § 18-4-307, MCA	Cancellation of Invitations for Bids or Requests for Proposals
24 § 20-9-204, MCA	Conflicts of Interests, Letting Contracts, and Calling for Bids
25 § 20-10-110, MCA	School Bus Purchases – Contracts- Bids
26 § 30-20-301, MCA	Financial Industry Nondiscrimination – Definitions
27 § 49-2-301, MCA	Prohibited Discriminatory Practices

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 29 Policy History:

30 Adopted on:	July 1, 2000
31 Revised on:	November 12, 2001
32 Revised on:	May 14, 2012
33 Revised on:	June 24, 2013
34 Revised on:	August 21, 2017
35 Reviewed on:	October 9, 2018
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