NORTH THURSTON PUBLIC SCHOOLS

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EXECUTIVE LIMITATIONS MONITORING REPORT

EL – 5 VENDOR RELATIONSHIPS AND PROCUREMENT

FROM: Dr. Debra Clemens, Superintendent
DATE: May 7, 2024

The Vendor Relationships and Procurement policy focuses on ensuring North Thurston Public Schools policies and procedures are clear, fair, and non-intrusive. Further, the Superintendent will ensure the process is appropriately confidential and that vendor decisions are fair and un-conflicted.

Vendor Relationships and Procurement:
Accordingly, the Superintendent will not operate without:

Policy Criteria 2: Conducting request for proposals (RFPs) and the competitive bid process in a manner that will not harm the bidding organization or the District by ensuring that:

a. Confidential information regarding vendor quotes, competitive knowledge, and proprietary products/services/approaches is not shared with vendors, and
b. Any requests for proposal only elicit information from the vendor required for the purpose of the specific proposal and its evaluation.

Superintendent/CEO Interpretation:
The district must have processes in place that ensures the competitive bid process and RFPs are in alignment with state RCWs and district policy.

Superintendent/CEO Evidence Report:
The district follows policy 6220, Bid Requirements, for the competitive bid process and soliciting RFPs. The district's process for competitive bids includes approval from the Board, advertising in local newspapers, establishing a timeline for due date and time, opening of the bids in a public setting, review and analyzing the responses, and then final recommendations are brought to the Board for approval. The district's process is audited by State Auditors annually and our most current audit results were in compliance with state law.

Policy Criteria 3: Employing prudent measures for the assessment of capital asset acquisition decisions (lease or purchase) ensuring an adequate balance between cost and benefit is achieved.

Superintendent/CEO Interpretation:
The district must have internal controls in place to ensure proper cost analysis and estimating when deciding between purchasing or leasing capital assets.

Superintendent/CEO Evidence Report:
When presented with the option of purchasing or leasing equipment, we research the life cycle of the equipment, all potential costs including procurement, operating and support and end of life disposal. Once evaluated for both purchase or lease, we review both options and move forward with the type of purchase that will be most beneficial and cost effective to the program and district. The district has both purchases and leases of equipment.

Policy Criteria 4: Ensuring that all supply contracts are reviewed regularly.

Superintendent/CEO Interpretation:
The district must have internal controls in place to evaluate supply contracts on a regular basis and to ensure we are following appropriate RCWs, policy 6220 (Bid Requirements) and policy 6230 (Relations with Vendors).

Superintendent/CEO Evidence Report:
The district regularly reviews supply contracts during the procurement process. Our procurement process is audited yearly by the State Auditors, with a focus on bid thresholds and compliance with appropriate RCWs and district policies. Our most current audit showed the district in compliance.

Conclusion:
The Superintendent evidence stated above demonstrates that we are in compliance with Executive Limitations Policy 5 – Vendor Relationships and Procurement.