

PURCHASING AND ACQUISITION

CH
(REGULATION)

SELECTION OF
VENDORS

The District will use approved sources whenever possible. An approved source is a vendor that meets one or more of the following conditions:

1. The vendor has completed a competitive bid process for the District.
2. The vendor provides an item or service that is not available from any other source (sole source).
3. The vendor provides a professional service as defined by the State of Texas.
4. The vendor provides goods or services through one of the local, state, or national coops or government contracts currently approved for use by the Board.

PURCHASES OVER
\$50,000

1. Must be made through approved sources
2. The Director of Purchasing will submit individual requests to the Superintendent
3. The Superintendent will review each request before making a recommendation to the Board
4. The Board must approve all purchases that exceed \$50,000 (approval may take the form of an individual purchase order or an actual contract as presented to the Board)

PURCHASES
BETWEEN \$25,000
AND \$50,000

1. Will be made through approved sources whenever possible
2. The Director of Purchasing will review each request and make a recommendation to the Superintendent
3. The Superintendent will consider each request to determine if the request is necessary, justifiable and consistent with Board expectations before the purchase is made

PURCHASES
BETWEEN \$1,000 AND
\$25,000

1. Will be made through approved sources whenever possible
2. Purchases through approved sources will be processed by the purchasing department staff as received
3. Purchases through unapproved sources will be reviewed by the Director of Purchasing to ensure consistency with Board expectations and best business practices

PURCHASES UNDER
\$1,000

1. Should be made through approved sources whenever possible
2. Purchases made through an unapproved source may have the procurement request rejected by the Purchasing Department if a less expensive alternative is available or if the Pur-

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chasing Department determines it is in the best interest of the district to use an approved source

3. Attaching quotes or an explanation addressing the need to use an unapproved source will aid the Purchasing Department in processing these requests

ELECTRONIC BIDS

The following rules apply to the acceptance of all electronic bids and proposals:

1. All applicable federal, state, and local guidelines must be followed throughout the bid or proposal process.
2. Bid and proposal documents will not be made available to the public until the opportunity has been publicly advertised (if public advertisement is required by law).
3. If a vendor is unable to respond electronically, the Purchasing Department will allow for the acceptance of a hard copy response.
4. The Director of Purchasing or designee will be responsible for properly identifying, opening, and evaluating electronic bids and proposals.
5. The Director of Purchasing will be responsible for ensuring that appropriate staff members are involved in the evaluation process.
6. Bids or proposals with a value exceeding \$50,000 will require Board approval.
7. Bids or proposals with a value between \$25,000 and \$50,000 will require approval by the Superintendent
8. Bids and proposals with a value less than \$25,000 will require approval by the Director of Purchasing.