

Miscellaneous Procurement Standards

Procurement Generally

When making purchases with federal funds, the District will follow its procurement policies and procedures which reflect applicable State and local laws and regulations, provided that the procurement practice also conforms to applicable Federal law and the standards identified in applicable federal regulations.

Authorization and Control

It is the policy of this District to conduct its purchasing program in a manner to ensure optimum use of District funds. The Board, or its designee, reserves the right to determine what is in the best interest of the District.

Micro-Purchase Procedures

Notwithstanding the process for Superintendent-approved purchases outlined in Policy 7405P, when using federal funds the Superintendent or designee may purchase supplies or services using simplified acquisition procedures when making aggregate purchases of \$3,000 or less, and when making such purchases shall otherwise comply with all applicable District purchase order procedures.

Simplified Acquisition Procedures

When procuring goods or services, whether with federal or state funds, the District shall comply with all applicable requirements and procedures set forth at District policies and procedure as well as applicable Idaho law. For purchases less than the federal simplified acquisition threshold (currently\$150,000), the Board may adopt small purchase procedures which do not otherwise conflict with District policies and procedures or applicable Idaho law.

Cooperative Purchasing

The District may cooperatively enter into contracts with one or more districts to purchase materials necessary or desirable for the conduct of the business of the District provided that the purchasing cooperative follows State purchasing and federal procurement requirements.

Personnel Conflicts of Interest

No employee will make any purchase or incur any obligations for or on behalf of the district from any private business, contractor, or vendor in which or with which the employee has a direct or indirect financial or ownership interest.

Purchases or contracted services from any private business or venture in which any employee of this district has a direct or indirect financial or ownership interest will be made on a competitive bid basis strictly in accordance with the following procedures:

1. The interested employee, the business, the contractor, or the vendor will fully disclose, in writing, the employee's exact relationship to the business, the contractor, or vendor;
2. The affected business, the contractor, or the vendor may submit a bid in compliance with the specifications outlined by the district;
3. The interested employee will not be involved in any part of the bidding process, including but not limited to, preparing specifications, advertising, analyzing, or accepting bids; and
4. This policy will apply to any organization, fund, agency or other activity maintained or operated by the district.

No employee will solicit gifts, gratuities, favors, prizes, awards, or merchandise, or commissions as a result of ordering any items as a result of placing any purchase order with a business, contractor, or vendor on behalf of the District nor accept anything of monetary value from a business, contractor, or vendor except for unsolicited gifts of \$50 or less in value.

Violations

Any District officer, employee, or agent who violates this policy may be subject to disciplinary action, including but not limited to a fine, suspension, or termination. Violations of law shall be referred to the local, State, or federal authority having proper jurisdiction.

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| Cross Reference: | 7218 | Federal Grant Financial Management System |
| | 7235 | Fiscal Accountability and IDEA Part B funds |
| | 7235-P1 | Fiscal Accountability and IDEA Part B Funds - Written Compensation Procedure (Time and Effort) |
| | 7235-F1 | Fiscal Accountability and IDEA Part B Funds - Federal Funds Semi-Annual Certification Form |
| | 7235-F2 | Fiscal Accountability and IDEA Part B Funds - Personnel Activity Report |
| | 7235-F3 | Fiscal Accountability and IDEA Part B Funds - Multiple Cost Objective Time and Effort Certification |
| | 7237 | Retention of Records Relating to Federal Grants |
| | 7320 | Allowable Uses for Grant Funds |
| | 7320P1 | Allowable Uses for Grant Funds - Determining Necessity and Reasonableness of Expenses |
| | 7320P2 | Allowable Uses for Grant Funds - Selected Items of Cost |
| | 7405 | Public Works Contracting and Procurement |
| | 7408 | Entering into Professional Service Contracts with Design Professionals, Construction Managers, and Professional Land Surveyors - The Request for Qualifications Procedure |
| | 7420 | Personal Reimbursements |
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Legal Reference: I.C. § 18-1351 Bribery and Corrupt Practices – Definitions

I.C. § 33-316 Cooperative Contracts to Employ Specialized Personnel
and/or Purchase Materials

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|-----------------|---------------------------------------|
| 2 CFR § 200.67 | Micropurchase |
| 2 CFR § 200.88 | Simplified Acquisition Threshold |
| 2 CFR § 200.317 | Procurement by States |
| 2 CFR § 200.318 | General Procurement Standards |
| 2 CFR § 200.320 | Methods of Procurement to be Followed |

Policy History:

Adopted on: November 9, 2009

Revised on: 2010, April 12

Revised on: December 10, 2018

Revised on: March 11, 2024

Revised on: April 17, 2025 - References only