

PROCUREMENT (DJE)

Procurement practices shall avoid acquisition of unnecessary items and secure items in the most efficient and economical matter. Where appropriate, an analysis shall be conducted of the various procurement methods including procuring in bulk, by lease, on state contract, piggyback contracts, through intergovernmental agreements for common or shared goods and services, or through use of qualified group purchasing organizations.

Duties of the Superintendent or Authorized Designee

The superintendent, or an authorized designee, shall be responsible for ensuring that every item procured for the district is obtained in full compliance with all applicable state and federal statutes, and procurement standards.

The superintendent, or an authorized designee must also verify that procurement practices align with principles of fiscal responsibility.

Student Computing Devices

The procurement analysis for student computing devices may include consideration of use of a buy-back program.

Request for Proposal (RFP)

Telecommunications or data processing systems not governed by state or federal law or rule may be procured through a request for proposal (RFP) process. The superintendent, or his/her designee, shall be responsible for the RFP process.

Sealed Bid (Formal Advertising)

The vendor for any item, group of items, or service(s) above \$250,000 shall be selected by action of the board when formal bidding is required.

Request for Proposal and Sealed Bid obligations include adherence to the provisions of the Louisiana Code of Governmental Ethics, as well as the policies and procedures outlined in the *St. Mary Parish Accounting Procurement Manual*, which was formally adopted in December 2025.

The *St. Mary Parish Accounting Procurement Manual* is accessible through the St. Mary Parish School Board's official website for reference.

Prior to the commencement of each fiscal year, the St. Mary Parish School Board's Purchasing Agent and Chief Financial Officer shall review and revise the *St. Mary Parish Accounting Procurement Manual*. The board shall adopt the changes. This annual process ensures that the manual reflects current legal requirements, best practices in public procurement, and any updates mandated by state or federal authorities.

In addition, the St. Mary Parish School Board hereby adopts and affirms the procurement methods described below, together with the corresponding statutory and regulatory references, as the official framework for all purchasing activities conducted within the district. These methods are intended to promote efficiency, fairness, and compliance with governing laws while supporting the district's operational and educational objectives.

Procurement Methods	Federal Requirement Uniform Grants Guidance Section 200.320	State Requirement Title 38 La. Bid Law R.S. 38:2212.1	Action Required
Micro Purchases	Purchases less than \$15,000 Distribute equitability among qualified suppliers	Purchases less than \$1,000 No competitive process required.	Federal -Follow more restrictive state requirements. (greater than \$1,000 to \$14,999.99) <i>(3 or more quotes)</i>
Small Purchases/Simple Acquisition Purchase	\$15,000 - \$350,000 Price or rate quotation from adequate number of qualified sources.	\$1,000 - \$30,000 3 or more quotes suggested but not required.	Federal -Follow more restrictive state requirements. (\$15,000 to \$30,000) <i>(3 or more quotes)</i>
		>\$30,000 - \$60,000 Solicit 3 or more quotes.	Federal -Follow more restrictive state requirements. (\$30,001 to \$60,000) <i>(3 or more quotes)</i>
			Greater than \$60,001-\$350,000 Federal- Follow more restrictive state requirements. <i>(Sealed Bids)</i>
Sealed Bids (formal advertising)	Exceeding \$350,000 Publicly bid and awarded to lowest responsible bidder.	Materials and Supplies Exceeding \$60,000 Public Works Exceeding \$250,000 Publicly bid and awarded to lowest responsible bidder.	\$60,000-\$350,000 Federal- Follow more restrictive state requirements. <i>(Sealed Bids)</i>
Competitive Proposals (RFP) May be used for telecommunications and data processing system and related services	Exceeding \$350,000 Request for Proposal (RFP) from adequate number of sources; must have written method for selecting recipients when competitive proposals are allowed.	Materials and Supplies Exceeding \$60,000 Public Works Exceeding \$250,000 (RFP)	\$60,001-\$350,000 Federal- Follow more restrictive state requirements. (RFP)
Noncompetitive Proposals (Sole Source Purchases)	Sole source purchases are appropriate only under the circumstances listed below. 1. The item/s is only available from a single source. 2. The purchase is in response to a public emergency that would not permit a delay permit a delay resulting from the competitive process, or 3. After soliciting a number of sources competition is deemed inadequate. Process must be adequately documented.		

Revised: November, 2011
Revised: November, 2014
Revised: September, 2016
Revised: June 8, 2017
Revised: October 11, 2018
Revised: December 11, 2025

Revised: December 13, 2018
Revised: January 10, 2019
Revised: October 15, 2020
Revised: December 9, 2021
Revised: January 13, 2022

This Procurement (DJE) policy repeals the Bids and Quotations (DJED) policy effective 12/11/2025.

Statue References:

*2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
48 CFR 2.101 (Definitions)*

La Rev. Stat. Ann.

§§33:1321, 33:1322, 33:1323, 33:1324, 33:1325, 33:1326, 33:1328, 33:4712.7, 38:321.1, 38:2211, 38:2212, 38:2212.1, 38:2214, 38:2218, 38:221,

LA. R.S. 17:100.04 Grievance Procedures,

LA. R.S. 17:410 Safety Education: Recognition and Reporting of Potential Threats to Safety,

LA. R.S. 23:1406 Conflict of Interest,

LA. R.S. 23:967 Whistle blower Statute,

LA. R.S. 33:1321-33:1337 Municipalities and Parishes,

LA. R.S. 38:2211 -38:2224 Letting Contracts,

LA. R.S. 38:2211-2296 Louisiana Public Bid Law Title 38 State Bid Law,

LA. R.S. 38:2212 (D)(2) (B),

LA. R.S. 38:2212.1,

LA. R.S. 38:2212 (A) (1) (a), 38:2212 (A) (1)(7), 38:2212 (D), 38:2214 (J), 38:2212 (A) (1), A7

LA. R.S. 38:2215-2216 Time Period for Holding Bids; Issuance for Work Orders; Exceptions,

LA. R.S. 38:2318.1(A) Policy for Selecting Architectural & Engineering Professional Services,

LA. R.S. 38:2224 Affidavit Requirement for Public Contracts,

LA. R.S. 38:2234-37 Political Subdivision Telecommunications and Data Processing Procurement Law

LA. R.S. 38:321.1 Procurement Methods,

LA. R.S. 39:1597 Sole Source Procurement,

LA. R.S. 42:1101-42:1102, et seq. Louisiana Code of Governmental Ethics,

LA. R.S. 42:1111 Public Officers and Employees,

LA. R.S. 42:1112 Recusal involving Family Members,

LA. R.S. 42:1113 Prohibited Contractual Arrangements,

LA. R.S. 42:1114 Disclosure of Financial Interest,

LA. R.S. 42:1115, Gifts, Code of Governmental Ethics (Act 443),

LA. R.S. 42:1119 (B)(2) (a) (iii), Disclosure of Employment of Immediate Family Members,

LA. R.S. 42:1102.08,

LA. R.S. 42:1111-1111.5 Public Officers and Employees,

LA. R.S. 42:1112 Recusal involving Family Members,

LA. R.S. 42:1113 Prohibited Contractual Arrangements,

LA. R.S. 42:1114 Disclosure of Financial Interest,

LA. R.S. 42:1115 Gifts, Code of Governmental Ethics,

LA. R.S. 42:1119 (B)(2) (a) (iii) Disclosure of Employment of Immediate Family Members,

LA. R.S. 42:1124-42:1125 (2) Tier System for Financial Disclosure,

LA. R.S. 42:1169 Freedom from Reprisal,

LA. R.S. 42:1170 Ethics Education Requirement,

LA. R.S. 42:1461 Public property; personal obligations of officials, employees, and custodians,

LA. R.S. 42:67.11 Credit Card Fraud,

LA. R.S. 38:2227 Exclusion of Certain Contractors from Bidding, Public Bid Law,

Board Minutes, 3-3-88, 4-12-90, 7-12-90, 3-14-91, 4-9-98, 1-13-00, 12-8-11, 1-8-15, 11-10-16, 6-8-17, 10-11-18, 12-13-18, 1-10-19, 10-15-20, 12-9-21, 1-13-22

Statue References (Continued):

2 CFR 200.1 Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards
2 CFR 200, Appendix II (H)
2 CFR 180.220 Government-wide Debarment
2 CFR 180.300 Covered Transaction
2 CFR 183 Never Contract with the Enemy
2 CFR 200.215-200.216 Never Contract with the Enemy
2 CFR 200.318 (c) (d)(f) -200.319 Procurement Standards
2 CFR 200.319 (e)
2 CFR 200.319 (d)
2 CFR 200.319 (d) (1)(2)
2 CFR 200.320 (a) (1) (ii) Federal Requirement Uniform Guidance
2 CFR 320 (b) (1) (i)
2 CFR 320 (b) (ii)
2 CFR 200.322 Domestic Preference for Procurements
2 CFR 200.324 Contract Cost and Price
2 CFR 200.325 Federal Agency or Pass Through Entity Review
2 CFR 200.327 Contracts under Federal Awards
40 USC 3141-3144 & 3146-3148 Davis Bacon Act
40 USC 3145 Anti-Kickback Act
29 CFR (3) Department of Labor Regulations
29 CFR (5) Labor Standards Provision Applicable to Contracts Covering Federally Financed and Assisted Construction
52.203-16 Federal Acquisition Regulation (FAR)