

Purchasing

The Director of Finance & Administration, under the direction of the Superintendent, shall maintain a clear set of purchasing and bidding procedures that are in accordance with R.I.G.L 45-55.

Purchasing Limits

Procurements, not to exceed an aggregate amount of ten thousand dollars (\$10,000) for construction and eight thousand dollars (\$8,000) for all other purchases may be made by the Director of Finance & Administration, under the direction of the Superintendent. These amounts shall be increased or decreased annually hereafter at the same rate as the Boston Regional Consumer Price Index (Base Year being 2025)

All procurements of goods and services having a value in excess of ten thousand dollars (\$10,000) for construction, and eight thousand dollars (\$8,000) for all other purchases shall require a Public Competitive Sealed Bid through a Request for Proposal process or using a cooperative and joint purchasing agreement.

Cooperative and Joint Purchasing Agreements

The Bristol Warren Regional School District shall utilize cooperative purchasing and joint purchasing agreements as well as the State of Rhode Island master price agreements to the extent allowable pursuant to state law, rule and regulation. Before utilizing cooperative purchasing agreements enabled by R.I. General Laws Section 45- 40.1-1 et seq., approval must be obtained from the Superintendent and Director of Finance & Administration.

Minority/Women Business Enterprise

In accordance with RI Gen. Law § 37-14.1-1, it is the policy of the State of Rhode Island to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs). Pursuant to §§ 37-14.1-2 and 37-14.1-6, MBEs and WBEs shall be included in all state purchasing, including, but not limited to, the procurement of goods, services, construction projects, or contracts funded in whole or in part with state funds, or funds which, in accordance with a federal grant or otherwise, the state expends or administers. MBEs and WBEs shall be awarded a minimum of ten percent (10%) of the dollar value of the entire procurement or project. MBE participation credit shall only be granted for firms duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity, MBE Compliance Office (MBECO). The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>

The Bristol Warren Regional School District reserves the right to give additional consideration to bid proposals submitted by small and/or minority/women business enterprises provided that such bid proposal is fully responsive to the terms and conditions of the solicitation and the bid price is determined, in the discretion of The Bristol Warren Regional School District to be within a competitive range.

Sole Source Procurement & Emergency Procurement

This procurement policy may be waived by the Superintendent if:

- (A) The procurement involved a specialized item, books, reading or testing materials or involved maintenance contracts covering specific types of equipment.
- (B) Emergency repairs where the health, safety, welfare of employees and/or students are threatened or where loss of value of property would be imminent.
- (C) Contract is for professional or consulting services for special needs children or if contract is for medical services.
- (D) When there is only one known supplier/source for the required supply, service, or construction item, or the supplier is the Town of Bristol or Warren.
- (E) Any item that in the opinion of the School Committee could not be competitively bid (used vehicles, surplus materials purchased from federal, state, or local governments, etc.).

Procurement for Food Services

Under the National School Lunch Act, the District shall purchase, to the maximum extent practicable, domestic food products (grown and processed in the U.S.) for school meals. Entities procuring on behalf of the District's School Food Authority (SFA) must comply with the Buy American provision while maintaining competitive procurement practices.

ADOPTED: April 6, 1992

REVISED: October 14, 2025

Statutes and Regulations:

R.I. General Laws Section 16-2-9.2 Joint Purchasing Agreements.

R.I. General Laws Section 45-40.1-1 et seq Rhode Island Inter-local Cooperation Act

R.I. General Laws Section 37-2-56 State Master Bid List

R.I. General Laws Section 45-55-1 Municipal Purchasing

R.I. General Laws Section 45-55-6 Competitive Negotiations

Bristol Warren Regional School District, Bristol, Rhode Island