

PROCUREMENT

Procurement practices shall avoid acquisition of unnecessary items and secure items in the most efficient and economical matter. Where appropriate and legally authorized, school board staff may utilize 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 items procured for the district are obtained in compliance with applicable state and federal statutes, and procurement standards.

Student Computing Devices

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

Request for Proposal (RFP)

In addition to any other means authorized by law, telecommunications or data processing systems may be procured through a request for proposal (RFP) process..

Sealed Bid (Formal Advertising)

Whenever sealed bidding is required, the school board approval shall be obtained prior to the award of any contract.

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.

The chart set forth below contains thresholds for purchase of materials/supplies and public works, to be made with state or federal funds. For purchases made with state funds, only state purchasing laws shall apply. For purchases made with federal funds, the School Board must use the more stringent purchasing requirement (which may be state or federal) applicable to the dollar amount of the purchase being made. Should the State of Louisiana or the Federal Government adjust any of its purchasing thresholds, the thresholds contained in the below chart shall automatically be deemed to be adjusted to match the new thresholds.

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	State law does not recognize micro purchases.	
Small Purchases/Simple Acquisition Purchase	\$15,000 - \$350,000 Price or rate quotation from adequate number of qualified sources.	State law does not recognize small purchases. However, Materials and Supplies >\$30,000 - \$60,000 Solicit 3 or more quotes.	Federal -Follow more restrictive state requirements. (\$30,001 to \$60,000) (3 or more quotes)
			Greater than \$60,001-\$350,000 Federal- Follow more restrictive state requirements. (Sealed Bids)
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.	Materials and Supplies \$60,000-\$350,000 Federal- Follow more restrictive state requirements. (Sealed Bids) Public Work \$250,000 or above: Federal -Follow more restrictive state law

			Public Work Less than \$250,000 Federal – Follow more restrictive federal law
<p>Competitive Proposals (RFP)</p> <p>May be used for telecommunications and data processing system and related services</p>	<p>Exceeding \$350,000</p> <p>Request for Proposal (RFP) from adequate number of sources; must have written method for selecting recipients when competitive proposals are allowed.</p>	<p>Materials and Supplies Exceeding \$60,000</p> <p>(RFP)</p>	<p>\$60,001-\$350,000 Federal- Follow more restrictive state requirements. (RFP)</p>
<p>Noncompetitive Proposals (Sole Source Purchases)</p>	<p>Sole source purchases are appropriate only under the circumstances listed below.</p> <ol style="list-style-type: none"> 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. 		

The above chart does not apply to contracts for services. Contracts for services, procured with state funds, shall be subject to state law. Contracts for services, procured with federal funds, shall be subject to federal procurement regulations

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.

Ref: 2 CFR 200 (Uniform Administrative Requirements, Cost Principals, 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, LA. R.S. 38:90.16 Misuse of Public Funds, U.S. Department of Education General Administrative Regulations (EDGAR), Louisiana Legislative Auditor; 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); 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, 12-11-25.