Book	Policy Manual
Section	700 Finances
Title	Purchases Subject to Bid/Quotation
Code	709
Status	Active
Revised	July 2026
Adopted	August 26, 2020

Authority

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or where such bids or quotations may result in a cost savings to the School District. The Board recognizes that the Base Bid Amounts for School District contracts which require competitive sealed bids or quotations have been established by law but are subject to annual adjustment based upon percentage changes in the Consumer Price Index for all Urban Consumers (CPI-U) for the 12-month period ending the September 30 of each year. Changes to the base amounts triggering the requirement for competitive bids and price quotations are published annually by the Pennsylvania Department of Labor and Industry in The Pennsylvania Bulletin.

Base Bid Amounts shall be listed in District administrative regulation 709-AR-2 of 2 – Consumer Price Index Base Bid Amounts, which shall be updated by the Solicitor's Office on at least an annual basis.[1][2]

Guidelines

Competitive Bids

Materials or supplies to be furnished, sold, or leased to the School District, unless exempt by statute, having an aggregate value which exceeds the Base Bid Amount shall be subject to competitive bid. Contracts subject to competitive bids should furthermore be posted for a minimum of 30 days. All contracts for work to be done, unless exempt by statute, having a value which exceeds the relevant annually established base amount shall also be subject to competitive bid. Joint and cooperative purchasing arrangements, such as those available through Cooperative Sourcing to Achieve Reductions in Spend (PA) COSTARS, Pennsylvania Education Purchasing Program for Microcomputers) PEPPM, and the U.S. General Services Administration (GSA), may be used to comply with this policy, as permitted in applicable laws and regulations. Further information on allowable cooperative purchases is contained in Board Policy 713 – Cooperative Purchasing.[1][2][3][4][5]

Property and services procured using federal grant funds are subject to bidding criteria outlined by law and regulation and further included in District Policy 725 – Federal Fiscal Compliance.[6] [7]

Written or Telephonic Price Quotations

Written or telephonic price quotations shall be required from at least three (3) qualified and responsible contractors for all contracts that exceed the relevant annually established base amount but are less than the amount requiring competitive bidding. A written record shall be made of these quotations and shall contain the date of the quotation; name of contractor; contractor's representative; and the construction, reconstruction, repair, maintenance or work of the quotation. The written price quotations, records or telephonic price quotations and memoranda shall be kept on file in the appropriate District office for a period of three (3) years. Written price quotations shall include those submitted by regular mail or electronically.

In lieu of price quotations, the Board shall keep on file a memorandum showing that fewer than three (3) qualified contractors exist in the market area in which it is practicable to obtain quotations.

Work Performed by Maintenance Personnel

District maintenance personnel may perform any construction, reconstruction, repairs, or work of any nature where the entire cost or value, including labor and material, is less than the base amount requiring written or telephonic price quotations. The District may also use its own maintenance or other personnel to perform maintenance work irrespective of the entire cost or value of such work.[1]

Professional Services

~~Certain contracts for professional services, including, but not limited to, architectural, engineering and legal services, may be awarded without the need for competitive bidding. Requests for proposals (RFPs) relating to services not subject to competitive bid may be solicitor at the discretion of the Board of administration.~~

Professional services are defined as services that by their nature require persons or firms with specialized skills and knowledge. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, tax collectors etc

All professional services contracts above the Base Bid amount published by the Pennsylvania Department of Labor and Industry in the Pennsylvania Bulletin will be awarded by undertaking a Request for proposal (RFP) or other applicable competitive process, unless falling within an exemption (listed below). RFPs should be posted for a minimum of 30 days. The District Solicitor, in coordination with the hief Financial Officer, shall issue administrative regulations regarding, the applicability of this Policy to contract modifications and amendments as well as to the use of pre-qualified contractors. If an RFP is posted, confirmation of the RFP process shall be provided to the School Board via a statement inclusion in the board tab prior to final vote. If a waiver is granted, a copy of the approved waiver should be included in the board tab.

~~Educational Tools~~

~~The following educational tools are exempt from the competitive bid and price quotation requirements set forth in this policy: maps, music, globes, charts, educational films, filmstrips, prepared transparencies and slides, pre=recorded magnetic tapes and disc recordings, textbooks, games, toys, prepared kits, flannel board materials, flash cards, models, projectors, and teacher demonstration devices necessary for school use. [2]~~

Bid Specifications and Bid Opening

Bid specifications shall be prepared by the Superintendent or designee.

The Secretary shall advertise for bids in accordance with statutory procedures without prior approval of the Board but shall inform the Board of such action at the meeting next following. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.

Bids shall be opened publicly before one or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board unless the Board chooses to reject all bids.

It is the policy of the School District that, if an apparent low bidder is disqualified on the basis of the failure to meet the requirements of any District program or statutory requirement such as bonds or statutory clearances, the School District shall reject all bids and re-advertise for bids if the bid of the next lowest bidder meeting all such requirements exceeds the apparent low bidder by an amount specified in a Variable Cap Chart which is set forth in a corresponding administrative regulation to this policy.

Whenever a contractor shall submit a bid for the performance of work and the contractor later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact and in such case the bid shall be returned unopened.[8]

Communication

The District shall post all RFPs for each school year, and those contractors selected for those RFPs on the District's publicly accessible website. Such posting shall be in addition to, not a replacement for, advertising or other notice required by law.

Exemptions

All contracts falling under a category eligible for waiver are exempt from the requirement of a competitive process for selection, contingent upon obtaining a written waiver issued by the District Solicitor, confirming that this exemption duly applies based on inclusion in one (1) of the categories explicitly delineated below:

(1) Emergency Contract - A contract required where there exists unforeseen circumstances beyond the District's control including but not limited to the following: (i) circumstances that present a real and identifiable threat to the proper performance of essential functions; (ii) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate

action is not taken; (iii) be subject to time constraints that do not permit a thirty (30) day review period of potentially responsive bids; or (iv) present as a bona fide emergency as determined by the District's Superintendent, Chief Financial Officer or Solicitor.

(2) Sole Source Contracts - A contract involving services documented to fall within one (1) of three (3) categories: (i) where competition is precluded due to existence of patent rights, copyrights, or related proprietary claim; (ii) where the supplier is the only identifiable source of the product or service; or (iii) where the distributor or service provider has exclusive franchise or operating agreement with a supplier or manufacturer of goods otherwise determined to be sole source.

(3) Single Source Contracts – A contracts= involving services documented to fall within one (1) of the following categories: (i) available from only one (1) source (in which case accompanying waiver request must clearly define the scope in which it is unique); (ii) for which only one (1) prospective contractor is willing to enter into a contract with the District; or (iii) where an item required for the service has design and/or performance features that are essential to the District, including compatibility with services or goods currently in use, and no other source satisfies the District's requirements.

(4) Required Contract – A contract required to comply with terms and conditions of a court order, grant, collective bargaining agreement or other law. Notwithstanding any contrary District policy or the Pennsylvania School Code, an exemption under this subsection shall require the written approval of the District Solicitor.

(5) Litigation Contract – A contract for expert witnesses, consultants, or counsel associated with anticipated, pending, or potential litigation, including cases in which confidentiality could be compromised by public solicitation. Notwithstanding any contrary District policy or the Pennsylvania School Code, an exemption under this subsection shall require the written approval of the District Solicitor.

(6) Intergovernmental Agreements

(7) Auction Contract – A contract for supplies, equipment, or materials at auctions and surplus sales conducted by the government of the United States or any agency thereof, any agency of the Commonwealth of Pennsylvania, any municipality or other government agency, or any private party, if the items can be obtained at a competitive price, if determined in advance and in writing that the procurement by auction or surplus sale is in the best interests of the District.

(8) Subscription Contract – A contract for subscriptions to periodicals, databases, legal research services, or legal publications.

(9) Performing Artist/Speaker Contract – A contract for the services of visiting speakers or performing artists.

(10) Continuation of Services Contract – A contract to maintain the continuation of services to preserve the essential functions of the District, as determined in writing by the District Solicitor and Chief Financial Officer or designee, including but not limited to contracts for maintenance of existing software or equipment.

(11) Legal Advertisement Contracts and Postage Contracts – A contract for legally required advertisements and postage.

(12) Membership Contracts – A contract for memberships in trade or professional organizations, including those requiring membership dues.

(13) Real Property Contracts - A contract for both the abstracts of titles for real property and/or title insurance.

(14) Statutorily-dictated procurement Contracts – A contract required by statute.

The District Solicitor, in coordination with the Chief Financial Officer or his designee, shall maintain an administrative regulation, further defining the categories listed above and the process by which waivers are to be requested. A copy of this policy is to be provided to the Board of Directors, Superintendent, and District Controller.

Services procured using federal grant funds are subject to bidding criteria outlined by law and regulation and further included in District Policy 725 – Federal Fiscal Compliance.[6] [7]

Effective Date
The effective date of the changes made in this Policy shall be ninety (90) days after the policy is approved by the Board of Directors.

Legal

1. 24 P.S. 751
2. 24 P.S. 807.1
3. Pol. 713
4. 62 Pa. C.S.A. 1901 et seq
5. 53 Pa. C.S.A. 2304 et seq
6. 45 C.F.R. 92.36
7. 34 C.F.R. 80.36
8. 73 P.S. 1602

709-AR-1 of 2_Variable Cap For Compliance_NEW.pdf (36 KB)

709 AR 2 of 2_January 2025.pdf (213 KB)

BoardDocs_PPS Procurement thresholds for Federal Funds (effective 1.1.25)_Final June 2025.pdf (164 KB)