

Board of Trustees Douglas County School District

FINANCES

PURCHASING OBJECTIVES

The Board of Trustees is dedicated to providing the highest quality goods and services at the best value, considering price, quality, conformity to specifications, and suitability to District needs through competitive pricing and solicitations while protecting the integrity of District resources and adhering to all applicable laws, regulations, policies and procedures. The District strives to maintain fair and equitable treatment of all vendors and to provide quality customer service while facilitating the District's goals of academic achievement and operational efficiency aligned with the Strategic Plan.

This policy applies to all purchases of goods, services, and public works funded in whole or in part with District, state, or federal funds, except as otherwise exempted by Nevada law or federal regulation. All purchasing and contracting activities shall be conducted with full and open competition, in a manner providing for the most advantageous total value to the District and in compliance with applicable procurement thresholds and procedures established in administrative regulations.

The effective administration and oversight of solicitations and the procurement process is an essential operation of the Board of Trustees. Accordingly, the Board directs that all goods and services be purchased in accordance with federal and state laws and regulations, and good procurement practices and that all purchases shall be made in accordance with this policy and any associated governing documents.

Standards of Conduct and Conflict of Interest

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict exists when the employee, any member of their immediate family, officer, agent, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Employees, officers, and agents of the District shall neither solicit nor accept gratuities, favors, gifts, or anything of monetary value from contractors, vendors, or parties to subcontracts, except for unsolicited items of nominal value as defined in administrative regulation. Any employee, officer, or agent who violates these standards of conduct may be subject to disciplinary action, up to and including termination, and potential referral to appropriate authorities.

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The Superintendent and Chief Financial Officer, or their designees, shall develop and maintain written administrative regulations and procedures outlining rules and regulations for the purchase of goods and services in accordance with the policies of the Board of Trustees, Nevada Revised Statutes, associated regulatory Code of Federal Regulations (CFRs), and in the best interests of the educational program of the school district.

Purchases and related services within the scope of the approved budget may be made administratively in accordance with limits established in administrative regulation, provided they do not exceed the threshold for competitive bidding or Board award thresholds established in Nevada law including NRS 332. Proposed purchases for goods and services not included in the scope of the approved budget or that exceed statutory limits, must receive authorization at an official meeting of the Board of Trustees prior to any commitments being made to a vendor or contractor. Any financial commitment made by an employee, officer, or agent of the District without appropriate authorization or in violation of this policy may become the personal liability of that employee and not an obligation of the District.

AR606(a)
AR606(b)
AR606(c)
AR606(d)
AR606(e)

Reference:

NRS Chapter 332 – Purchasing: Local Governments

NRS Chapter 338 – Public Works

2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

2 CFR Part 3474 – U.S. Department of Education Uniform Administrative Regulation

Date Adopted: 8/12/80

Date Revised: 6/10/86

8/10/10

7/14/15

3/26/2026