

Tacoma Public Schools (TPS), as the fiscal agent and holder of federal private school funds, is responsible for ensuring that all expenditures comply with applicable federal, state, and district procurement requirements. This includes adherence to **2 CFR Part 200 (Uniform Administrative Requirements)**, as well as **TPS Policies and Regulations 6210 and 6220** and the district's Purchasing Manual.

While private schools retain the ability to identify their instructional needs, select services, and recommend vendors, TPS must ensure that all procurement actions meet required standards prior to any commitment being made. This is a compliance obligation tied directly to the use of federal funds and is not discretionary.

What TPS Requires from Private Schools

To support timely and compliant procurement, private schools must:

- Engage TPS Procurement at the beginning of the process, prior to contacting or selecting a vendor.
- Submit all documentation for review, including:
- Quotes, proposals, or pricing information
- Draft agreements or contracts
- Scope of work or event details
- Allow sufficient time for TPS review and approval before any commitments are made.
- Employees shall not sign agreements, authorize services or otherwise bind their school to any contractual obligation without prior approval.

Failure to follow these steps may result in the inability to approve the vendor or use federal funds for the proposed activity.

TPS Role and Responsibilities

TPS is responsible for:

- Ensuring compliance with federal procurement standards under 2 CFR, including competition requirements, cost reasonableness, and vendor eligibility.
- Reviewing and approving all procurement documentation prior to vendor selection.
- Issuing a Purchase Order (PO) prior to any execution of contracts, services, or events. A PO serves as the official authorization to proceed and is required before any work begins.
- Maintaining proper documentation and audit readiness for all expenditures.

TPS cannot approve or ratify agreements after the fact. All procurement steps must occur in the proper sequence to ensure compliance.

Partnership and Support

TPS is committed to being a collaborative partner and supporting private schools in successfully utilizing federal funds. Early coordination allows us to:

- Provide guidance on procurement requirements
- Help identify compliant procurement pathways
- Avoid delays or disallowances of expenditures

TPS appreciates your partnership and commitment to following these requirements. Adhering to established procurement processes protects all parties, ensures compliance with federal regulations, and supports the effective use of federal funds for intended educational purposes.