South San Antonio I.S.D.

Procurement Department

Manual

2026-2027

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1. PROCUREMENT RESPONSIBILITY

A. Procurement Policy

Complete Procurement Policy and Procedures followed by the South San Antonio ISD may be found in the Texas Education Agency Financial Accountability System Resource Guide (FASRG) in the Procurement Module. The FASRG can be accessed through the TEA website at: https://tea.texas.gov

Board Policies pertaining to Procurement can be accessed through the South San Antonio ISD website at: https://pol.tasb.org/Home/Index/177

All expenditures and purchases made on behalf of the South San Antonio ISD **require** an approved Purchase Requisition and Purchase Order to ensure prompt payment. The Procurement Department recommends utilizing current vendors before reaching out to new vendors.

B. Procurement Authority

The following persons are delegated the authority to act as agents for South San Antonio ISD in carrying out the Procurement activities of the district:

Superintendent of Schools
Chief Financial Officer
Director of Procurement
Superintendent Designee

2. STANDARDS OF CONDUCT

A. Ethics

The South San Antonio ISD subscribes to the "Code of Ethics and Standard Practices for Texas Educators," (Board Policy, DH-Exhibit) which establishes proper conduct for District staff members. Principle, Professional Ethical Conduct, clearly applies to those individuals engaged in the Procurement process. This principle includes the following standards:

- The educator shall not intentionally misrepresent official policies of his school District or educational organization and shall clearly distinguish those views from his personal attitudes and opinions.
- The educator shall honestly account for all funds committed to his charge and shall conduct his financial business with integrity.
- The educator shall not use institutional or professional privileges for personal or partisan advantage.
- The educator shall accept no gratuities, gifts, or favors that impair or appear to impair professional judgment.
- The educator shall not offer any favor, services, or thing of value to obtain special advantage.
- The educator shall not falsify records, or direct, or coerce others to do so.

All District staff members are public servants and therefore subject to Title VIII of the Penal code, regarding offenses against public administration, including bribery and corrupt influence (Chapter 36), perjury and other falsification (Chapter 37), obstructing governmental operation (Chapter 38), and abuse of office (Chapter 39). All District staff members shall perform their duties in conformity with District policy, ethical standards for professional educators, and state and federal law. Penal Code 1.07(41), Title VIII.

B. Vendor Relations

In an effort to promote transparency and impartial decision-making, the District has adopted a procedure for reporting gifts, awards, and mementos given by vendors to Board members and Senior District employees and/or entertainment expenses by vendors made on behalf of Board members and senior District employees per CHE (LOCAL)

C. Student Incentive Purchases

Raffles are strictly prohibited. –Attorney General Opinion JM-1176 which states: The District is not a "qualified nonprofit organization" for purposes of the Charitable Raffle Enabling Act and shall not sponsor or conduct raffles, i.e. award one or more prizes by chance at a single occasion among a pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize. Attorney General Opinion JM-1176 also ruled that independent school districts are not qualified to hold charitable raffles. An unauthorized raffle is considered gambling under the Texas Penal Code – Class C-B Misdemeanor.

- Bingos
- Money machines
- *Any other games of chance are not allowed on district property.*

District Funding- All drawings for student incentives will need to meet set qualifications and eligibility criteria in order to receive incentive.

- All purchased items are not to exceed $250 per item
- Students under the age of 18 will require parental consent

Donations- All drawings for student incentives will need to meet set qualifications and eligibility criteria in order to receive incentive.

- Students under the age of 18 will require parental consent

D. Administrative Procedures for Conflict of Interest Disclosures

(reference BBFA Legal & Local Board Policy)

Conflict of Interest Disclosures for Board Members

On September 1st of each calendar year, a request that each member of the Board of Trustees (Board) complete and file an affidavit disclosing whether the Board member or a person related to the Board member in the first degree by either affinity or consanguinity has a substantial interest in a business entity or in real property. Additionally, request that the Board member explain in the affidavit the nature and extent of any substantial interest in a business entity or in real property. If no substantial interest exists, request that the Board member complete an affidavit to this effect. If the Board members learn of or acquires any substantial interest in a business entity or in real property at any time, then he or she shall file an updated affidavit within seven (7) days of learning of the information.

Conflict of Interest Disclosures for Superintendent and District Employees

The Superintendent and each District employee at a director/principal level or higher shall adhere with and comply with the following procedures. On or before September 1st of each calendar year, prepare and file an affidavit disclosing the nature and extent of any substantial interest in a business entity

or in real property. If a substantial interest in a business entity or in real property does not exist, an affidavit disclosing no interests must nonetheless be filed. If the Superintendent or other employee at a director/principal level or higher learns of or acquires any substantial interest in a business entity or in real property at any time, then he or she shall file an updated affidavit within seven (7) days of learning of the information.

Conflict of Interest Disclosures for District Vendors

The Superintendent or designee shall adhere to and comply with the following procedures. Upon receipt of a bid or an application from a prospective vendor, ensure that the prospective vendor filed a conflict of interest questionnaire. If the questionnaire was not filed, request that the prospective vendor file the questionnaire. If the prospective vendor contacts the District to assert that no reportable relationship or gift exists, request that the prospective vendor nonetheless file the questionnaire.

On or before September 1st of each calendar year, publish on the District website a schedule listing all vendors that filed a questionnaire and the date the questionnaire was filed. The schedule should also identify any reported relationships and gifts.

At least quarterly after September 1st, update the schedule listing all vendors that filed a questionnaire to include any prospective vendors and the date the prospective vendor's questionnaire was filed. The schedule should also identify any reported relationships and gifts.

The questionnaire must be in the form and include the content prescribed by the Texas Ethics Commission. Go to https://www.ethics.state.tx.us/forms/conflict/

3. PROCUREMENT PRINCIPLES

The Department/Campus are to utilize the current Approved Vendor List when formulating purchase requisitions to enhance the District's buying power. Approval for purchases must be obtained prior to purchase by the district delegated authorities. Request for payment without an approved purchase order will become the responsibility of the person ordering the merchandise or service.

Materials for preview must follow the same Procurement procedures as detailed in this section. Employees should not purchase materials with their own money with the intention of being reimbursed by the District. Instead, the Procurement procedures outlined in this section should be followed.

4. PURCHASE ORDERS

A. Purchase Order Stipulations

No purchases are authorized without issuance of a purchase order, as payment will not be made for such purchases. Anyone creating or authorizing such a commitment prior to securing a purchase order number will be held personally liable [or payment of such agreement and/or may be liable to prosecution under the Texas Penal Code Chapter 39 Abuse of Office, Section 39.01.

Purchase requisitions shall be submitted by the requestors to their Principal or department Director for approval.

Purchase requisitions may be prepared by any employee of a school or department. (Remember: A purchase requisition is still a request until approved by the Procurement department.)
The Purchase Requisition will be entered into the **Skyward** system by the Principal's or Departments designee.
Orders must not be deliberately split to avoid the necessity for quotes or competitive bids as this is a violation of state and/or federal law.
Approval Authority - All Purchase Order Requisitions (POR) must be approved by the designated Director or School Principal before being electronically sent to Procurement. In the event a Director or Principal is absent he may designate approval authority to another person(s) higher on the approval path. Method of approval of requisitions may be at the Director or School Principal's discretion at the campus/department level with some physical evidence of approval kept at that facility.

B. General Purchase Order Procedures

Purchase Orders are issued on a daily basis by the Procurement Department based on information submitted on the Purchase Order Requisition. *The Requestor is responsible to provide all supporting documents regarding the purchase order request(s) to the Procurement Department in order to be considered for approval.* When the Procurement Department extracts the automated requisitions, they become purchase orders. The Purchase Order is computer- generated with budgeted funds being encumbered at the same time. All vendors shall complete the appropriate vendor forms as required by federal or state regulations and the district. The district requires that every vendor have the following documents on file:

- SSAISD Vendor Packet (Form new vendor application)
- W-9 Form (Form)
- Conflict of Interest Questionnaire (Form CIQ)
- Certificate of Insurance (with the district as additional insured) if services will be rendered on District property.

A purchase order is considered to be only a purchase request until approved by the Procurement Department. The Procurement Department extracts electronic purchase orders daily. Batch runs are done in the morning and afternoon. If a "rush" for an order is needed, please contact the Procurement Office to make arrangements.

Contracts for Purchase will be put into effect by means of a purchase order(s) executed by the Director of Procurement after bids have been awarded to purchase goods or services.

Purchase Orders are not to be modified with the vendor or by schools or departments directly. If it becomes necessary to change the terms of a Purchase Order, the school or department must first advise the Procurement Department typically through an email and attach sufficient justification. Once agreement to any price increases or modification of terms is reached, the Procurement Office has the responsibility to adjust the encumbrance on the Purchase Order. The campus/department will submit the modified purchase order to the vendor.

Once a Purchase Order is issued, the same P.O. number cannot be used for reorders. Where merchandise has been returned or damaged and a reorder of replacement merchandise is desired, a new Purchase Requisition must be submitted. In the event it is necessary to cancel a Purchase Order, the secretary/requester must advise the vendor and the Procurement Department in writing.

The Procurement Department will liquidate the encumbrance once an email is received by the campus or department.

C. Open Purchase Orders (Blanket Purchase Orders)

Open purchase orders and/or open accounts are allowed for vendors who provide goods or services in unpredictable and recurring nature such as bus parts or general maintenance of any kind. An email requesting a vendor be allowed an Open Purchase order must be sent to the Director of Procurement for approval. The approval email must be uploaded with the backup items.
Invoices on open Purchase Orders are to be attached to a copy of the Receiving Copy of the Purchase Order, signed by the Receiver responsible for the purchases, and forwarded to Accounts Payable

D. Reporting

Reporting of expenditures for monthly Board Meetings, eGrants, etc., is done through the Finance Office using the following criteria:
Board Meetings – At the end of each month financial reports are created for approval at the next board meeting. Included in this financial report is: Combined Statement of Revenues, Expenditures and Changes in Fund Equity.
In addition to the monthly financial report, the Business and Finance also creates and seeks board approval for the Investment Reports quarterly and posts the completed check register on its website monthly.
Federal Grants – Reporting to eGrants is conducted at least once a month coinciding with the end of the month. After each payroll the following procedures will be followed when compiling the reports for reimbursement.
A current general ledger is created
A detail expenditure report is created from the above two reports, expenditures from each object code (i.e., 6100, 6200, etc.) is recorded.
Login to the eGrants system and report the appropriate year-to- date expenditures for each grant.
All expenditures must be incurred before a request for draw down is submitted.

Receipts – For Local, Federal and Grant Funds
Cash/check deposits are conducted on a daily basis.
Deposits from the State Comptroller's office are monitored every day of the week via the TEA Payment Website.

E. South San Antonio ISD Approved Vendor List (AVL)

The approved vendor list is located on our District website at: Procurement Department's website

The vendor list will consist of all active vendors identified by their associated procurement category, unique vendor identification number, IRS tax identification number, phone number and up-to-date mailing and physical addresses. The AVL will be updated periodically as needed.

South San Antonio ISD has inter-local agreements with several Procurement cooperatives including Buyboard, Choice Partners, Allied States, and more. A list of current coops can be found on the Procurement Webpage at: South San Antonio ISD's cooperative partners

F. Vendor Procedures

New vendors are required to complete a vendor packet and submit required forms such as a Conflict of Interest and/or Disclosure of Interested Parties forms, as appropriate.
The Procurement Department will enter all the vendor data into Skyward to generate a vendor number. Vendor information shall be maintained by the Procurement Department which includes any updates regarding their personal information such as address, phone, banking information, etc.
The Procurement Department's verification procedures include; a verbal contact with vendor to confirm the update of the profile. The phone number used to contact the vendor is retrieved from their profile when the account was originally set up. In addition, a log/binder is maintained in the Procurement Director's Office and stored electronically in the district's shared drive for transparency.

G. Equipment Warranty, Maintenance and Repair

For repair of equipment that has been received and paid, a Campus/Department has one of the following options:
If the equipment is under warranty, contact the vendor from whom it was purchased. If the product was purchased through a District bid, contact the Procurement Department (warranties start the day the equipment is received even if school is not in session.)
If the equipment is no longer under warranty, contact the Maintenance Department for repair assistance.
For those items covered by outside maintenance contracts such as duplicating equipment and some copiers, contact the appropriate service company holding a maintenance agreement with the District.
For all computer equipment, contact the Technology Department or create a Technology work order.

H. Requirements of Purchase of Record Document

All information collected, or maintained by governmental bodies pursuant to law or ordinance or in connection with the transaction of official business is public information and available to the public during normal business hours of any governmental body with certain exceptions.
Three exceptions clearly concern the Procurement operation found in: Texas Education Code Title 110A, 6252-17a, Section3

Information, which if released, would give advantage to competitors or bidders;
Information pertaining to the location of real or personal property for public purposes prior to public announcement of the project, and information pertaining to appraisals or purchase price of real or personal property for public purposes prior to the formal award of contracts therefore;
Trade secrets and commercial or financial information obtained from a person and privileged or confidential by statute or judicial decision;

I. Sales Taxes

South San Antonio Independent School District is exempt from the payment of state sales taxes by the fact it is a political subdivision of the State of Texas.
Staff members may not use the District's tax-exempt status for purchases of personal property. Anyone avoiding the payment of sales tax by using this exemption may be liable for prosecution under Texas Penal Code, Chapter 39, Abuse of Office, and Section 39.01. (This also applies to booster clubs, PTOs and other outside organizations – they must apply and receive their own tax- exempt status.)
All Purchase Orders notify vendors of the District's tax-exempt status. When placing a confirming Purchase Order with a vendor, the school or department should indicate to the vendor that the District holds this exempt status and should not be charged tax.

J. Delivery and Receipt of Orders

Orders will be delivered to the appropriate campus/office.
Do not allow vendors to deliver goods to a campus if the purchase order states otherwise. If they try to do so, direct them to the appropriate campuses.
All orders must be inspected within five (5) days. Claims for damages or incorrect orders need to be submitted promptly to the vendor.
Returning orders - Contact that vendor directly for pickup instructions.

K. Verification of District Data

Before checks are processed, purchase orders are matched against invoices for amounts, vendor information and expenditure coding. Once the checks are processed, the invoices are matched against the check before they are inserted in an envelope.
The Finance Office makes available budget activity printouts to each principal/department head. This helps detect any coding errors on individual budgets. The administrator in charge of the federal grants, as well as the Federal Programs Accountant, is responsible for verifying data for accuracy for any federal grants.

L. District Credit Card Usage

The district credit card is to be used only with approved-established vendors from the district's vendor database. All vendors which are ***not*** appropriate to conduct business with an educational entity is prohibited. Credit card holders are not allowed to use the district credit card to purchase services or goods from those prohibited vendors.

5. CONTRACTS

A. Contracts/Common Law

A District Purchase Order is an offer. A contract is created between the District and the vendor only when the vendor accepts the terms of the Purchase Order by causing the goods or services requested on the order to be delivered. In other words, the District's offer (Purchase Order) is a presentation to the vendor of what the District wants from the vendor and under what conditions (terms). Purchase Orders provide a uniform way for the District to make offers to vendors with all terms in writing. This is why it is critical to the Procurement process that the school or department receiving the goods or services immediately compares the delivery of it with the Purchase Order. If the vendor has altered the terms of the Purchase Order to the point where the recipient is dissatisfied, then a possible breach of the contract has occurred. In such a situation, the Procurement Office should be notified at once.

In the case of bids and request for proposals (all types), a different set of circumstances exists. Here, the offer is the vendor's bid or proposal. This is the vendor's offer to the District of what the vendor will sell the District and under what terms. The acceptance of an offer occurs when the Board of Trustees awards a bid or selects a proposal. (Note: the vendor may withdraw his offer [bid/proposal] at any time up until the offer is accepted [award made] by the Board.)

A contract is created between the District and the vendor after the bid is accepted by the Board and a District signatory signs a contract. A Purchase Order for the goods or services may be withheld or amounts substantially reduced by the Procurement Agent if the needs of the District change and the materials or services are no longer needed even though the Board has accepted the offer.

B. Contract Signatories

The District Superintendent of South San Antonio ISD is the authorized designee that shall review and determine recommendations on contracts and/or agreements associated with the district.

C. Lease Rental Contracts

Any contracts for rental, lease, lease purchase, or any other provisions that will extend passed the fiscal year must:

Have cancellation provisions and must be renewed by the issuance of a new Purchase Order for each fiscal year (Attorney General of Texas Opinion No. M-950 dated September 14, 1971.)
Be approved by the Director of Procurement.

D. Consultants Contracts

A consultant is an independent contractor, not an employee, which offers services to the public. A consultant usually maintains an office and usually provides the equipment and materials necessary for completing or performing a service. A consultant is paid on a fee basis for

specialized services that are usually considered to be temporary or short-term in nature, normally in areas beyond the expertise of the employing entity's employees. Consultants hired to perform a service will execute a written contract acceptable to the District, prior to the performance of the service. A request to pay a consultant must be submitted with a copy of the signed contract. Consultants whose services will be utilized on campus, are required to undergo a background check.

E. Depository Contract

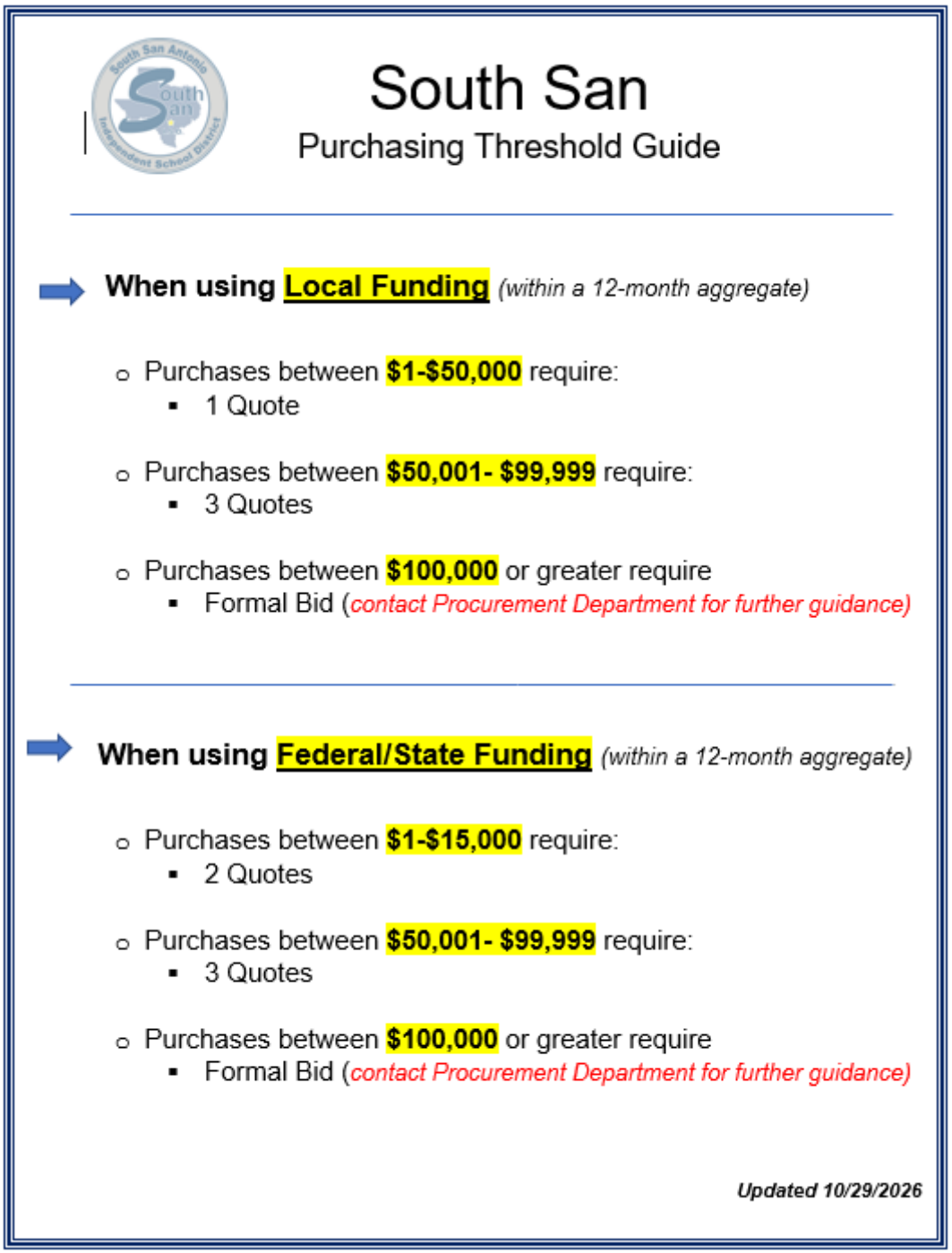
Depository Bid – The district uses a uniform bid blank form as specified in Texas Education Code, §45.206. As necessary, the District may add other terms to the uniform bid blank form based on additional identified needs. This form is mailed to each bank located in the school District at least 30 days before the termination of the current depository contract. This form is also filed with the Texas Education Agency in accordance with that agency's specified filing instructions. House Bill 2411 from the 80th Legislative Session provided school districts with the option to extend a depository contract for two (2) additional two-year terms provided the bank agrees as well (refer to TEC Section 45.205). The District and the bank may mutually extend the contract with a Board approved resolution

6. LEGAL BASIS FOR COMPETITIVE BIDS, PROPOSALS & QUOTATIONS

A. Bids, Proposals and Quotations

B. Purchases greater than $50,000 (Requires Board Approval): Chart below indicates requirements needed according to purchase price.

All school district contracts for the purchase of goods and services valued at $50,000 or more in the aggregate during a 12-month period must be competitively bid. EC 44.031



C. Formal Procurement Methods

Competitive bids
Competitive sealed proposals
Request for proposals for services other than construction services
An inter-local contract
The reverse auctions procedure as defined by Government Code 2155.062
The formation of a political subdivision corporation under Local Government Code 304.001

Notice is required for bids and requests for proposal:
To be published once a week for at least two weeks prior to the deadline for receiving responses.
In a newspaper for the county in which the school district's central office is located. EC 44.031 g

Development of Specifications

Preparation of specifications (specs) shall be the responsibility of the procurement department along with the assistance of requesting department. The responsibility of the Procurement Office is to finalize specifications in accordance and conjunction with the campus/department to fulfill the campus/department need. Furthermore, competitive bids can be obtained and the office can assure that board policies and state laws are followed regarding the purchase.

Specifications must contain adequate technical descriptions to clearly identify for prospective bidders the type of material, equipment, or services required. In addition to the detailed specifications, brand names or equal, model numbers, and like descriptions may be referred to as products which meet the specifications to inform prospective bidders of the type of quality required. Descriptions must include quantitative data such as size, weight, or volume and qualitative data such as commercial grade, texture, finish, strength, chemical analysis, or composition where possible.

D. Awarding Contracts

Costs
- Purchase price
- Long term costs (service, supplies, maintenance, etc.)

Product or services
- Quality
- Extent to which the good or service meets district needs

Vendor
- Reputation
- Safety record LGC 271.0275
- Past relationship with the district
- Historically Under-Utilized Business (HUB) status
- Any other relevant factor EC 44.031b

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

The District must not award a contract to a vendor which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal grant award programs.

The Procurement department shall monitor ongoing contracts to verify the contractor's compliance with the debarment, suspension, ineligibility and voluntary exclusion provisions. In the event that a vendor is suspended or debarred during a contract, the District shall continue the contract in force until the contract lapses. The contract term shall not include any extensions to the original term of the contract.

E. Enforcement

District staff members commit a criminal offense if they make or authorize separate, sequential, or component purchases to avoid using competitive pricing mechanisms when required. EC 44.032b

District staff members commit a criminal offense if they fail to use competitive pricing mechanisms when required or award contracts for reasons other than those cited. EC 44.032c

Conviction of an offense results in an individual's:
Immediate removal from office,
Inability to serve in any public office in Texas for four years, and
Ineligibility to receive any compensation through state or local government contracts.

- EC 44.032e

F. Bid and CSP/RFP Guidelines

Bid and proposal openings shall be conducted in a District office. A bidder may withdraw a bid due to a material mistake in the bid. (Common Law)

The Board of Trustees has the right to reject any and all bids. LGC 271.027a

G. Contract Length

Contracts obligate current District revenue only for the year in which they are awarded.
Multi-year agreements are permissible if they contain:
The right of the Board to terminate the contract at the end of each budget,
An appropriate funding-out clause to allow termination should funds become unavailable to pay for the contract. LGC 271.903

H. Tie Bids

If the District receives two or more low bids that are identical, the selection of the winner shall be by the casting of lots.
If only one of the bidders submitting identical bids is a resident of the District, that vendor will receive the award. LGC 271.901

Non-resident bidders must underbid resident bidders by not less than an amount (percentage) by which a resident vendor would be required to underbid in the non-resident bidder's state (reciprocity).
GC 2252.001; 2252.002

Inter-local Agreements between school districts, other local governments, and state agencies for the purchase of goods and services satisfies the requirement that contracts be preceded by a competitive pricing mechanism. GC 791 .025 b, c

Texas General Services Commission may provide and the District may use state contract prices and vendors to satisfy the requirement that contracts be preceded by a competitive pricing mechanism. LGC 271.082

I. Procurement Cooperatives

Cooperatives may be established by school districts, regional education service centers, county departments of education and other local governments to pool goods and services needs in order to obtain optimal pricing.
The Board of Trustees must approve a contract with the governmental unit operating the cooperative designating a person to act for the District in all matters pertaining to the cooperative.
The governmental unit operating the cooperative may collect fees from the participating Districts or governments to cover the cost of operating the cooperative. LGC 271.102

J. Child Nutrition Food Service

Food Service purchases exceeding $10,000 must utilize a bid, proposal, state or federal contract, cooperative Procurement agreement, or inter-local Procurement arrangement due to federal school lunch program requirements.

See section 17 in the TDA ARM on
https://squaremeals.org/Programs/NationalSchoolLunchProgram/PolicyARM.aspx for specific rules and regulations.

7. BOARD POLICY CONCERNING PROCUREMENT

Board Policy can be found at the following links: https://pol.tasb.org/Policy/Code/177?filter=CH Covers both CH (Legal) and CH (Local)

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