Procurement Process - 2026

Goods

- Local/State Funds < $13,200 Federal Funds < $10,000
  - No additional requirements
- Local/State Funds $13,200 - $24,499 Federal Funds $10,000 - $24,499
  - Requires 3 quotes w/ PO submission
- ≥ $24,500
  - Formal bidding process (2-Months) Or **Cooperative Purchasing** **Non-Fed:** COSTARS, PEPPM, KPN, or OMNIA **Fed:** PEPPM or KPN

Services

- Local/State Funds
  - No requirements
    - < $10,000
      - No additional requirements
    - $10,000 - $249,999
      - Requires 3 quotes w/ PO submission
    - ≥ $250,000
      - Formal bidding process (2-months)
- Federal Funds

Construction Projects

- Formal Bidding Process

PA School Code Procurement Requirements

24 P.S. § 807.1: Applies to "furniture, equipment, textbooks, school supplies & other appliances for the use of the public schools."

- **Exceptions:**
  - Non-textbook classroom materials such as globes, maps, recording, games, flashcards & demonstration devices necessary for school use."
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24 P.S. § 7-751: Applies to "construction, reconstruction, repairs, maintenance or work of any nature. . . upon any school building or upon any school property."

- **Exceptions:**
  - Emergencies that render a building "unusable" (However, PA Dept of Education is strict on "unusable").
- **Mandatory bidding is required if construction costs exceeds applicable threshold.**
  - Must have "multiple prime contracts" for general construction, mechanical, plumbing & electrical work.
- Districts may perform building maintenance through their own employees regardless of cost.

If Quotes are Required

- **Before requisition is entered into FIS, purchaser must contact at least three 3 vendors and receive quotes.**
  - Quotes may be from telephone, website, or written correspondence.
- **The requisition purchase order entered into FIS to be routed for approval.**
  - Quotes and all other backup must be scanned and attached to the requisition.

If Formal Bid Process is Required

1. A request must be made to the Superintendent and Business Administrator detailing the purchase request.
2. If approved to proceed, purchaser will work with the Business Administrator and appropriate department/building administrator to create a bid packet based on required specifications for item(s).
3. Request to bid added to the board agenda.
4. Board authorizes bid to be advertised.
5. Bid is advertised once a week for three weeks in no less than two newspapers of general circulation and on the district website.
    - Business Administrator will send the advertisement to minority- and female-owned small businesses.
6. Bid documents are sent to companies responding to the advertisement as well as vendors that may have already expressed interest or are already used by the district.
    - Vendors that previously defaulted on a bid may be refused future opportunities.
7. Bids are opened publicly on the date in the advertisement with one or more witnesses present.
8. Purchaser should also be present, if available, to open the bids.
9. Bids are tabulated/summarized based on response to the bid and required specifications.
    - If federal funding is being used, Business Administrator must check SAM.gov for debarment of bidders.
10. Award goes to the lowest qualified bidder, in accordance with bid-required specifications.
    - Official awarded bidder is placed on board agenda.
11. Once awarded bidder is authorized, Purchase Order created in FIS system by Business Office.

Alternatives to Quotes/Formal Bid Process

Cooperative Purchasing

- Consortiums or groups that work to get state contracts for various projects/purchases.
- Examples include:
  - Non-Federal Funding: COSTARS, PEPPM, KPN, BuyBoard, or OMNIA
  - Federal Funding: PEPPM or KPN
- Can be used to bypass the three (3) quotes and/or formal bidding process.

Sole Source/Noncompetitive

- When the product/service is only available from one single source.
- Vendor is expressly authorized through awarding or a pass-thru agency.
- After solicitation of a number of sources, competition is deemed inadequate.
- Requires board action.