BIDDING AND PROCUREMENT REQUIREMENTS

Category R

All Mascoma Valley Regional School District contracts for purchase of supplies, materials, equipment and contractual services in the amount of $15,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than $15,000 in amount may be made in the open market but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

All purchases over $15,000 must follow 2 CFR 200.318-326 per Policy DAF Administration of Federal Grant Funds. Purchases under $50,000 will follow the District bid process. All purchases over $50,000 will follow the formal bid process as outlined the Procurement Procedures DJE-R.

When specifications are needed, they shall be:

1. Prepared by the Administration
2. Approved by the School Board or designated subcommittee
3. Posted on the District website
4. Mailed to any identified local potential bidders.

Bidding requirements will include:

1. All bids shall be submitted in sealed envelopes and plainly marked as indicated in the bid specifications,
2. Certificate of Insurance listing MVRSD as certificate holder.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any informality in, or reject any part of any bid. The Board reserves the right to negotiate with the successful bidder.

The bidder to whom the award is made will be required to enter into a written contract or service agreement.

In certain instances it may not be feasible or it may not be in the best interest of the Mascoma Valley Regional School District to contract services or make purchases in excess of $15,000 within the formal bid process. In such cases, the Mascoma Valley Regional School Board shall approve, by vote, purchases or contracts in excess of $15,000 after a discussion of the reasons for not following a bid process. The Board shall review these contracts or purchases on an annual basis.

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