

Purchases Budget Policy

PURPOSE

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid be made in a manner that ensures the best interests of the Provident Charter School ("School").

AUTHORITY

All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Chief Executive Officer.

There shall be a reasonable effort made to obtain, in writing, at least three (3) quotations from independent sources for the supplies, equipment or services desired whenever possible. All quotations received shall be attached to and retained with a copy of the resulting purchase order.

Generally, procurement by micropurchase may occur for the acquisition of supplies or services where the aggregate amount does not exceed \$3,500. Micropurchases may occur without soliciting competitive quotations if the price is reasonable. To the extent practicable, the School shall distribute micro-purchases equitably among qualified suppliers.

Procurements by small purchase procedures may apply where purchases do not exceed the Simplified Acquisition Threshold (currently, \$150,000). Small purchase procedures permit simple and informal procurement methods provided price or rate quotations are obtained from an adequate number of qualified sources.

School officials are required to request three (3) price quotations in writing or by telephone and to maintain a record of price requests less than \$10,700.

For purchases over \$150,000, sealed bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. However, School officials will perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold, including contract modifications, before receiving bids.

The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- Proposals must be solicited from an adequate number of qualified sources; and
- Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

Procurement by noncompetitive proposals means procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- The item is available only from a single source.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An emergency exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.
- The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the district.
- After solicitation of a number of sources, the School determines the competition is inadequate.

GUIDELINES

In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:

1. Items commonly used in the Schools or units thereof be standardized whenever possible.
2. Opportunity be provided to as many responsible suppliers as possible to do business with the School. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.
3. No purchase request will be honored unless made on a School approved requisition form that has the necessary approval.
4. Upon the placement of a purchase order, the Accounting Department shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.
5. The School take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus firms are used when possible. These steps include:
 - Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.