

SUBJECT: **PROCUREMENT OF GOODS AND SERVICES**

The Board of Education recognizes its responsibility to ensure the development of procedures for the procurement of goods and services not required by law to be made pursuant to competitive bidding requirements. These goods and services must be procured in a manner so as to:

- a) Assure the prudent and economical use of public moneys in the best interest of the taxpayer;
- b) Facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and
- c) Guard against favoritism, improvidence, extravagance, fraud and corruption.

These procedures shall contain, at a minimum, provisions which:

- a) Prescribe a process for determining whether a procurement of goods and services is subject to competitive bidding and if it is not, documenting the basis for such determination;
- b) With certain exceptions (purchases pursuant to General Municipal Law, Section 186; State Finance Law, Sections 175-a and 175-b; State Correction Law, Section 184; or those circumstances or types of procurement set forth in (f) of this section), provide that alternative proposals or quotations for goods and services shall be secured by use of written request for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of Section 104-b of General Municipal Law;
- c) Set forth when each method of procurement will be utilized;
- d) Require adequate documentation of actions taken with each method of procurement;
- e) Require justification and documentation of any contract awarded to other than the lowest responsible dollar offer, stating the reasons; and
- f) Set forth any circumstances when, or the types of procurement for which, the solicitation of alternative proposals or quotations will not be in the best interest of the District.

Competitive bids or quotations shall be solicited in connection with all purchases as defined by this policy and applicable law.

All purchase contracts for materials, equipment, or supplies involving an anticipated expenditure of or over \$10,000 annually, and all public work contracts involving over \$35,000 shall be put out for bid and awarded on the basis of competitive bidding. The Purchasing Agent or his/her designated representative together with at least one other individual, is authorized to open bids and record the same pursuant to law, and will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

Whenever feasible, the District shall make purchases using "preferred sources" including Department of Corrections, Industries of the Blind and Industries of the Handicapped.

The District can also make purchases met by "government contract" including New York State contract, County contract, BOCES or other Cooperative Bid and Municipal Cooperative agreements.

In accordance with General Municipal Law §104-b, the District identifies its purchasing agent as Linda Drabik, who is responsible for the purchases of the District.

When "preferred sources" and "government contracts" are not feasible, the following procedure will be followed for all procurements not required to be bid:

Purchase of Commodities, Equipment or Goods

<u>Dollar Limit</u>	<u>Procedure</u>
\$1-\$3,000	At the discretion of the Purchasing Agent, but single items costing more than \$250 should typically include at least three telephone quotes from separate vendors and be documented as prescribed.
\$3,001-\$9,999	Formal written quotations from three separate vendors are required. (Faxed quotations are acceptable.)
\$10,000 and up	Formal sealed bids are required, in conformance with General Municipal Law, Section 103.

Public Work Projects/Contracts

\$1-\$3,000	At the discretion of the Purchasing Agent.
\$3,001-\$34,999	Written quotations from at least three separate vendors.
\$35,000 and up	Formal sealed bids in conformance with General Municipal Law, Section 103.

Preferences in the purchase of instructional materials are to be given to vendors who agree to provide materials in alternative format. This must be done whether such purchases are solicited through RFB, bid request for quotations or some other source. Where vendors provide electronic files, the vendor will be required to specify how that format may be accessed by students who have disabilities and/or how the district might convert such files to an alternative format.

Any unintentional failure to fully comply with these provisions shall not be grounds to void action taken or give rise to a cause of action against the District or any District employee.

The Board of Education shall solicit comments concerning the District's policies and procedures from those employees involved in the procurement process. All policies and procedures regarding the procurement of goods and services shall be reviewed annually by the Board.

General Municipal Law, Sections
103(l)(5) and 104-b

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