

FISCAL MANAGEMENT

SERIES 600

Policy Title ...PURCHASING POLICY

Code No. 672

It shall be the policy of the School District to purchase products and services from within the district community provided that such products and services shall be competitive.

The official budget document shall be considered as the authority for all expenditures that are made during the fiscal year. The principal concern of the School Board shall be that the overall expenditure for any fiscal period shall not exceed the budgeted amount for any one fund. Categorical breakdowns within funds shall be used primarily for budget control for the current fiscal year and for future budget planning.

PURCHASING AUTHORITY

The Superintendent of Schools or his delegated subordinate employees shall have the authority to approve any and all purchases on board approved budget items made in the name of the School District except those specifically directed by the Board to require board approval. Unless otherwise noted the Superintendent of Schools has direct authority to approve purchases up to \$25,000.00 preapproved capital budget line items without further Board review.

VENDOR VALIDATION

Vendor Competence - Quotations and vendors should be evaluated not only on competitiveness in pricing but also factors such as the quality of the products/services and track records of the bidders. Prior to setting bids Burlington Area School District authorized parties should prepare bid specifications, and provide all the required information to facilitate the bidding process. Vendors in turn must be prepared to demonstrate competency through written proposals, recommendations, and/or professional certification.

LOCAL VENDOR PREFERENCE

Positive efforts shall be made by the School District to utilize local businesses whenever possible. A local business is defined as a business that has its headquarters and employs workers within the boundaries of the Burlington Area School District. The School District may exercise the option to use a subsidized bid process as defined below.

INSURANCE

All contractors and service providers shall provide proof of financial responsibility in the form of adequate insurance coverage.

PURCHASING BID OPTIONS

GOODS AND SERVICES UNDER \$10,000

Even in the case of a small purchase, every attempt should be made to ensure cost effectiveness.

COMPETITIVE BID OPTION OVER \$10,000

Purchases or contracts in the name of the School District exceeding \$10,000 dollars for any single item or single group of items should require competitive sealed bids or quotes except in cases noted below:

1. FIXED BID OPTIONS

Under a fixed bid Burlington Area School District may choose to establish a "not to exceed" budget amount where a fixed budget number is established. If more than one vendor qualifies, other vendor qualifications should influence the selection.

2. NONCOMPETITIVE OR SINGLE BID PROCESS

Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:

- A. The District has a need for highly specialized goods or services and there are a limited number of suppliers capable of fulfilling those needs.
- B. The District has significant investment in proprietary equipment connected to a specific vendor.
- C. In case of emergency, the need for urgency may not permit the delay resulting from competitive solicitation.
- D. After solicitation of a number of sources, competition is determined inadequate.
- E. Strategic Alliances: For certain purchases, it may be in the District's interest to establish an alliance with vendor/vendors able to support District goals. A strategic alliance, once established, shall be honored by all covered operations.

SUBSIDIZED BID OPTION

A subsidized bid is defined as a bid in favor of a particular group of vendors including but not limited to local businesses, minority businesses, or public cooperative efforts whereby a specific dollar threshold is established before a bid or bids can be accepted. As an example in the case of a local vendor preference the Burlington Area School District may choose to impose a dollar amount subsidy for the total bid. Assuming all vendors meet the performance criteria, non-local vendors may be required to submit bids lower than any local bid by a specific percentage or amount before they are to be considered viable. Total percentage may not exceed 5% of the total bid.

NOTE: Regardless of bid process, analysis, i.e. verifying the proposed cost data, the projections of the data, and the evaluation of specific elements of costs and profits, is required.

CONTRACTS

All contracts must be written to comply with all applicable federal, state, and local laws. The terms and conditions incorporated into a contract should conform to accepted business standards. In multiple year contracts mutually agreeable audit standards will be written into contracts.

Date of Adoption:

July 12, 1976

Amended:

November 13, 1989

Reviewed:

June, 1990

September 15, 2008

Reviewed:

May 2013

Revised:

November 11, 2013

Legal Reference: Code of WI