

Policy Title: PROCUREMENT	Policy No.	No. of Pages
	ACC04	2
	Eff. Date	Rev. Date
	10/2009	1/9/2014

- I. **POLICY:** Any procurement of goods and services shall be made by the School Business Manager/Account Clerk or designee with the approval of the Principal and shall be in the best interest of School upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to: price, quality, availability, timelines, reputation and prior dealings.

- II. **RELATED PARTIES AND CONFLICT OF INTEREST:** The School shall not purchase any goods or services from any immediate family member of any employee of the School, or other person with whom an employee has a close and personal relationship when the employee is involved in or otherwise influences the purchase decision, nor from an entity in which any employee (past employees within one year) may benefit from such as a procurement.

When a conflict exists, an exception may be authorized by the principal when the conflict involves a subordinate employee, by the Principal, or by the Corporation if the Principal has the conflict of interest, after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above. Benefits must be tangible and transparent (e.g., appreciably lower cost, the only available source, an urgent timeline without other options, etc.).

It is the responsibility of the employee who has the conflict to give notice of such conflict and the employee shall be held accountable for failure to give such notice.

Full disclosure will be documented by the person approving the contract and filed with the purchase information prior to awarding of the contract.

- III. **FEDERAL FUNDS.** The School understands that the policy cited above applies to purchases made using non-federal funds, federal procurement requirements apply.

- IV. **COMPETITIVE PROPOSALS:** All contracts for \$25,000 or more for goods, services or construction must be reviewed and approved by the Corporation's Board of Directors (or designee).

Unless otherwise provided by policy, contracts of \$25,000 or more for goods, services, or construction shall be made pursuant to the competitive proposal process. Competitive proposals include the solicitation of proposals, contain the scope of work, purchase description, specifications, and the contractual terms and conditions applicable to the procurement.

A minimum of three (3) written proposals are to be obtained and filed at the school. Awards will generally be made to the vendor with the lowest proposal. Awards that are not made to the vendor with the lowest proposal must be justified in writing and approved by the Corporation's Board of Directors (or designee).

In the case of construction contracts, additional information may be required.

- V. **SOLE SOURCE PROCUREMENTS:** Sole source procurements are appropriate when only one responsible source can provide the goods/services needed to satisfy the user requirements or when emergency circumstances exist which necessitates an unusual and compelling urgency. Sole source procurements may be authorized by the School Business Manager/Account Clerk with the approval of the Principal.

To justify a sole source purchase it must be established that: (1) The good, service, or construction has a unique feature, characteristic, or capability; (2) The unique feature, characteristic, or capability is essential in order for the agency to accomplish its work; and (3) The particular good, service or construction is available from only one source. The basis for awarding a sole source contract will be documented and made part of the contract file prior to the award of the contract.

All sole source contracts for \$25,000 or more for goods, services or construction must be reviewed and approved by the Corporation's Board of Directors (or designee).

- VI. **BREACHES OF PROCUREMENT POLICY:** Any breach of the procurement policy will be reported at the time of discovery (1) by the Principal to the Corporation Executive Director of for leadership review and direction, and (2) by the School Business Manager/Account Clerk to the Corporation Business Services Manager for administrative documentation.