

## **Federal Bidding Procedures/Requirements**

The following policy shall apply when items are to be purchased using Federal Monies:

Providence Creek Academy purchases supplies, equipment and services necessary to support its educational programs. Providence Creek Academy Charter School is charged with the responsibility to provide the highest quality products and services at the optimum value and service level.

A successful purchasing program depends upon a partnership of Providence Creek Academy Charter School's Business Office staff, the administration and our suppliers of goods and services. Providence Creek Academy Charter School and its vendors must share the following philosophy:

Every purchase must maximize the value of Providence Creek Academy Charter School's resources through timely delivery of competitively priced, quality materials and services.

Only by working together will Providence Creek Academy Charter School and its vendors assure mutually beneficial business relationships.

### **1. Purchasing Policy**

The function of purchasing is to support the educational program by procuring necessary supplies, equipment and services.

The Board of Directors declares its intention to purchase competitively, without prejudice and to see maximum educational value for every dollar expended.

The Board of Directors assigns the Head of School the responsibility for implementing the purchasing policy. The primary objectives governing this responsibility are that all purchases fall within the framework of the policy and of the budgetary limitations, and that they be compatible with the approved educational goals and programs of Providence Creek Academy Charter School.

Purchasing procedures consistent with appropriate federal statutes and sound financial management will be developed by the Head of School/designee.

The acquisition of supplies, equipment and services will be centralized in Providence Creek Academy Charter School's Business Office, with the cooperation of the administration.

Prior to making any type of purchases with federal funds, the vendor will be reviewed at <https://www.sam.gov> to verify that they have not been disbarred or suspended.

### **2. Cooperative Purchasing**

The Board, at its option, will join in cooperative purchasing with other schools when appropriate.

### **3. Local Purchasing**

It shall be the policy of the school Providence Creek Academy Charter School to purchase locally, provided goods of equal quality, and at competitive prices, are available from local

suppliers. Providence Creek Academy Charter School is not required to purchase any item locally that can be secured at a savings to Providence Creek Academy Charter School from outside sources, nor shall the school feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.

#### **4. Bidding Requirements**

All contracts for and purchases of: supplies, materials, equipment, and contractual services, for a single purchase order or for a related group of purchase orders, in the amount of \$3,000.00 or more will be based, when feasible, on at least two competitive bids or quotations.

All contracts for, and purchases of: supplies, materials, equipment, and contractual services, for a single purchase order or for a related group of purchase orders, in the amount of \$5,000 or more will be based, when feasible on at least three competitive bids or quotations unless waived by the Board of Directors.

All contracts for, and purchases of supplies, materials, equipment, and contractual services for a category of items that in aggregate will result in anticipated total spending of \$10,000 or more during a school year, will be based, when feasible, on at least three competitive bids or quotations unless waived by the Board of Directors.

All bids over \$25,000.00 and over will require a formal bid. All Professional Service bids over \$50,000.00 will follow the Formal Bid Procedure.

Special arrangements may be made for ordering perishable and emergency supplies or repairs. When bidding procedures are used, bids shall be advertised appropriately, including in local / community newspapers. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

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 Providence Creek Academy Charter School. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder.

The bidder to whom the award is made may be required to enter into a written contract with Providence Creek Academy Charter School which may require bonding, security deposit, and retainer. All bidders must not have been disbarred or suspended according <https://www.sam.gov>

The Head of School shall have the authority, on behalf of the Board of Directors, to accept bids less than \$20,000.

**Approved by the Board of Directors February 28, 2016**