

## PROCUREMENT (PURCHASING)

The purpose of a purchasing procedure is to ensure the School District funds are appropriately spent in the most cost-effective manner and that the purchase has been approved by the required administrative hierarchy. The procedure will also assist District employees in understanding the purchasing process.

### A. DEFINITIONS

1. Skyward is the financial accounting software that the School District uses for all business accounting.
2. Requisition is the initial purchase request that an employee enters the District financial accounting software. Once the requisition has made it through the approval process it is printed out or emailed as a purchase order and the order is processed.
3. Purchase Order (PO) is a document issued by the School District that authorizes a purchase transaction. The PO sets forth the descriptions, quantities, prices, discounts, date and other terms and conditions.

### B. ACCEPTABLE METHODS OF PROCUREMENT

*The following five methods are acceptable methods of procurement:*

1. Micro-purchases of supplies, equipment, or services \$3,500 or less do NOT require quotes to be received and effort should be made to distribute evenly these purchases to qualified suppliers.
  2. Small purchases of supplies, equipment, or services in excess of \$3,500 and do not exceed \$150,000 do require quotes but NO pricing analysis. Any Purchases over \$10,000 require Board approval. If used, price or rate quotations must be obtained from an adequate number of qualified sources.
  3. Sealed bids are required for purchases of \$150,000 or greater. Firm fixed price is awarded and must include at least two responsible bidders. Bids will be opened publicly at a time and place specified on the request for proposal, (RFP). 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 to all the material terms and conditions of the RFP, is the lowest price. If the District chooses a bid that was not the lowest, the District needs to document why that bid was selected. If a firm helps draft the RFP, the district is not allowed to select a bid from the firm.
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4. Competitive proposals used for projects over \$150,000 and may be fixed price or cost reimbursement.
    - a. This method is typical for architectural/engineering professional services and price is not used. Instead contract is awarded to most qualified competitor and/or most advantageous to the district with compensation subject to negotiation.
    - b. Fed. St. 200.320(d) contains specific requirements for competitive proposals.
  5. Noncompetitive proposals (sole source) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
    - a. Item is only available from a single source;
    - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
    - c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
    - d. After solicitation of a number of sources, competition is determined inadequate.
- C. PROCEDURES
1. Teachers and staff create paper or electronic requisitions.
  2. All requisitions are electronically approved by the Building Principal, Director, or Comptroller.
  3. The Superintendent approves the purchase orders.
  4. After the PO makes it through the approval process it is printed or electronically emailed and processed by the District Office.
  5. Vendor receives a signed printed or a signed electronic copy of the purchase order.
  6. Blanket purchase orders for goods or services are valid only for the time period and amount indicated on the purchase order. Examples of blanket POs include wood and supplies purchased from the local lumberyard or hardware store for technical education classes throughout the year. Extension of the commitment beyond that time and/or amount shall be confirmed by a new purchase order. Blanket POs must go through the same approval process as regular POs.
  7. Certain purchases that do not need a purchase order are approved by the Superintendent or designee.
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8. If an employee purchases product on their own, they will not be reimbursed until they have created a PO or expense sheet which has been processed and printed. Wisconsin sales tax will not be reimbursed.
  9. District credit cards or procurement cards are issued on a limited basis. Approval of purchases made with a District credit card or procurement card shall follow the above listed procedures.
  10. When the product or services are received, the District or District Office checks off the items received on the packing slip and the PO. The packing slip is then attached to the PO. When Accounts Payable Clerk receives the bill, the Clerk matches the documents to the PO to ensure the District is only paying for items/services that were received.
  11. No Board member will have either direct or indirect interest in any contract, nor be in a manner connected with furnishing supplies or equipment unless explicitly approved by the Board.
  12. The District Office provides the school board a detailed list of bills for approval. The Board approves the list at their next meeting.
  13. All equipment purchased by the district will meet or exceed health and/or safety standards as established by the Department of Industry, Labor, and Human Relations (DILHR) and/or the Occupational Safety and Health Act (OSHA).
- D. BIDS OR QUOTES ARE NOT REQUIRED FOR:
1. Textbooks, books, tapes, films, workbooks, educational kits and periodicals.
  2. Professional services.
  3. Replacement parts or maintenance contracts for existing equipment or mechanical systems.
  4. CESA contracts.
  5. Maintenance contracts of at least one year's duration where the maintenance is to be performed on a routine or as needed basis on the specific equipment and shall include the additional cost of all repairs or replacement parts.
- E. LOCAL VENDORS AND LOWEST COST
- All reasonable efforts will be made by the Superintendent and Administration to design specifications which allow local vendors to receive consideration while maintaining competitive pricing.
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F. DEBARMENT AND SUSPENSION

Non-Federal entities are prohibited from contracting with parties that are suspended or debarred when purchasing goods and services with Federal fund awards.

The Brodhead School District will use the following as a method to verify an entity is not suspended or debarred. The verification will be accomplished by checking the *Excluded Parties List System* (EPLS) maintained by the System for Award Management (SAM).

Whenever possible, when any of the Brodhead School District employees listed becomes aware of a purchase or service to be paid for with Federal funds greater than \$25,000, they will verify the employee or vendor is not suspended or debarred using the EPLS list. The individuals include the Comptroller and/or Administrator approving the purchase or service.

The Comptroller, prior to filing the final Federal claim for any transactions equal or greater than \$25,000 and not previously verified, will be confirmed using the EPLS list. If it is found an employee or vendor is suspended or debarred, the transaction will not be claimed.

G. WRITTEN PROCEDURES

§200.318(a) The Non-Federal entity must use its own documented procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section.

LEGAL REF: WI. ST. 19.42, 19.59, 66.0901, 62.15, 120.12, 120.13, 946.12, 946.13  
FED ST. 200.318, 200.319, 200.320, 200 .321, 200.322, 200.323, 200.325, 200.326

Adopted: \_\_\_\_\_

Last Revision: August 8, 2018

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