

Procurement Policy

Bid or Request for Proposal Requirements Board

The Executive Director of Fiddlehead School will establish bidding and contract awarding procedures consistent with applicable state and federal law. The board recognizes the importance of:

- Maximizing the use of district resources;
- Sound business practices in spending public money;
- Complying with applicable state and federal laws governing purchasing and public works;
- Standardized purchasing regulations; and
- Clear documentation

Procurement using Federal, State or Local Funds

When using Federal funds, in addition to following State requirements, Fiddlehead School shall also meet federal requirements:

A. Goods

- Purchases of \$10,000 or less do not require quotes. However, Fiddlehead School must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

B. Services

When Fiddlehead School uses federal funds for procurement of services:

- Purchases of \$10,000 or less do not require quotes. However, Fiddlehead School must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

C. Noncompetitive Procurement

Noncompetitive procurement may be used only when one of the following four circumstances applies:

- The item is only available from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The awarding agency authorizes noncompetitive procurement in response to a written request from Fiddlehead School; or
- After solicitation of a number of sources, competition is determined inadequate.

Fiddlehead School must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

D. Public Works, Davis Bacon Act:

Public Work contracts in excess of \$2,000 paid by Federal funds shall contain a clause setting forth the minimum wages to be paid to various classes of laborers and mechanics employed under the contract. 29 CFR Part 1, Part 3, and Part 5

E. Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, Fiddlehead School will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

F. Contracting with small and minority businesses, women's business enterprises Affirmative steps are to be taken to assure that qualified small, minority, and women owned business enterprises, and labor surplus area firms are used when possible. Small, minority, and women owned business enterprises, and labor surplus area firms are encouraged to participate in and all District solicitations.

G. Conflict of Interest No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of Fiddlehead School may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontractors. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

Approved: 02.27.2020