

I. Policy Statement

The Board of Education of Allegany County expects that the funds provided to them for all goods and/or services will be expended and handled in the most effective and efficient manner possible and that procurement activities will be carried out in compliance with The Public School Laws of Maryland and in accordance with the implementation procedures developed by the Superintendent.

II. Purpose

The purpose of this policy is to set guidelines for the procurement process for all goods and/or services used by the Allegany County Public School System (ACPSS).

III. Definitions

Within the context of this policy, the following definitions apply:

- A. Contract – All types of agreements, regardless of how they may be identified, that are legally binding and are for the procurement of goods, services, or construction.
- B. Donations – Equipment, materials, money, or property given to school or to the school system for use in or in conjunction with educational or extracurricular programs of activities with no expectation of return.
- C. Goods – Tangible commodities provided to the Board in exchange for payment.
- D. Open-Ended Contract- A Contract that establishes price but not delivery terms or quantity.
- E. Procurement Methods – The procedures required to establish a contract for the purchase of goods, services, or construction.
- F. Response – A written or verbal quote, bid, proposal, or offer.
- G. School Activity Funds – All cash funds in bank accounts and investments held in the name of the school, including fund raising proceeds, and any other funds provided to the school that are not allocated through the Board budget.
- H. Services – The furnishing of labor, time, or effort including necessary reports by a vendor, not involving the delivery of any specific good.
- I. Solicitation – A document that outlines the nature of goods and/or services to be delivered or completed.
- J. Solicitation Threshold – The dollar amount established in §5-112 of the Education Article of the Annotated Code of Maryland that:
 - 1. If equal to or greater than that amount, requires a formal solicitation
 - 2. If less than that amount, requires the Superintendent/Designee approval.

IV. Standards

- A. Provisions of this policy apply to all funds.
- B. Contracts and other purchasing activities will be established in accordance with this policy and board regulations. Green cleaning products will be purchased with accordance of policy ECD Green Product Cleaning Supplies.
- C. Procurement of goods is governed by the Annotated Code of Maryland, Education Article, §5-112, including school activity funds.
- D. Except for Open-ended Contracts, the Board will approve all contracts above \$1,000,000.00, and all required contracts will be executed by the Board President.
- E. The Board reserves the right to reject any and all offers, any or all items, or to waive deviations from specifications or any specific(s) whenever such rejection is in the best interest of the Board.
- F. For contracts below the solicitation threshold:
 - 1. The Superintendent/Designee will approve all contracts for Board appropriated funds.

- 2. Principals will approve all contracts for school activity funds.
- G. The Board encourages competitive solicitations for services when reasonable. When the need for services is immediate or unique and when approved by the Purchasing Authority, procurements may be made without a competitive solicitation.

V. Compliance

The Superintendent/Designee will establish regulations describing appropriate procurement methods for contracts.

VI. References

- A. Legal
 - Annotated Code of Maryland, Education Article, §5-112
 - Annotated Code of Maryland, Finance and Procurement Article, §14-301
- B. Other Board Policies

Legal Reference			
Policy History	Adopted	Reviewed	Revised Jan. 14, 2014, 1 st Reading Feb. 18, 2014, 2 nd Reading