

These regulations hereby establish the generally acceptable procedures to implement Policy DJB Procurement of Goods and/or Services.

I. Definitions

Within the context of these regulations, the following definitions apply:

- A. Blanket Purchase Order – A type of open-ended contract given to a vendor to purchase certain items from that vendor. The blanket order will define all terms, conditions, delivery instructions and other constant information, including prices for a specified period.
- B. Construction Contract – Fully executed document that defines a scope of work, terms and conditions, time frame for completion, and costs.
- C. Encumbrance – The financial reservation of budgeted funds for the purpose and use specified on a purchase order.
- D. Letter of Intent – A preliminary contractual arrangement customarily used in situations where items, quantities, price, and delivery dates are known, but where the principal contract provisions are incomplete or have not been completed.
- E. Minority Business Enterprises – any legal entity, except a joint venture, that has the meaning stated in Section 14-301 of the State Finance and Procurement Article.
- F. Open-Ended Contract – A Contract that establishes price but not delivery terms or quantity.
- G. Procurement Activity – The action of obtaining a contract or contracts.
- H. Procurement Card – A card used for obtaining goods and services that is used in compliance with established procedures.
- I. Purchasing Authority – The individual or office that has the authority to make a commitment for the expenditure of ACPS funds.
- J. Purchase Order – A form that is used as the vehicle to request the Purchasing Authority to procure goods or services from vendors. Upon approval, the purchase order becomes the document which authorizes a vendor to deliver to the Board of Education goods and/or services required for system operations.
- K. Purchasing Cooperative – An entity that consists of a group of public agencies or intergovernmental organizations making purchases of goods or services.
- L. Quotation – A verbal or written offer by a vendor. Quotations should include the vendor's name, contract information, brief description of work, associated price and date for delivery or completion of work.
- M. Single Source – the approval of a contract when there are no other competitive sources available, when the firm or vendor is specifically named on a grant, or when soliciting for competitive pricing would not be practical or feasible.
- N. Specifications – A clear, complete, and accurate description of the goods and/or services required by the Board of Education in a quotation or bid from a procurement activity.
- O. Vendor – A person or company providing goods and/or services for a price.

II. Method of Procurement

- A. All solicitations, regardless of the method used, will include the following basic elements.
 - 1. Scope of work and/or specifications in sufficient detail
 - 2. Date of delivery of goods or completion of services
 - 3. Pricing format, if applicable.
 - 4. Approval and signature by authorized individuals.
 - 5. A statement that any vendor must notify the school system if it is or becomes disbarred from federal contracts. Along with www.sam.gov confirmation from the grant manager of the same for new vendor.

PURCHASING OF GOODS AND/OR SERVICES

FILE: DJB-R2

-
- B. Except in situations where the Purchasing Authority recommends single source procurement, the Purchasing Authority shall attempt to purchase goods and supplies at the lowest possible price. Procurement of goods and services shall be made by the authorized purchasing authority.
1. The purchasing authority for purchases by ACPS shall be the Superintendent or his designee.
 2. If the contemplated purchase of goods or supplies is expected to exceed the solicitation threshold, procurement shall be governed by Section 5-112 of the Education Article of the Annotated Code of Maryland.
 3. In appropriate situations, the purchasing authority may make single source procurements. Whenever single source procurements are made, the purchasing authority shall maintain documentation on:
 - a) Why there was only one product or service meeting the needs of the school system;
 - b) Why the vendor selected is the only practical source;
 - c) Why the price is reasonable; and
 - d) The efforts used to conduct non-competitive negotiations.
 4. When the price for the purchase of goods or services exceeds the amount of \$1,000,000.00 the purchasing authority will be the Board of Education.

III. Award or Rejection of Contracts

A contract for the procurement of goods and/or services will be awarded to the lowest responsive and responsible bidder who conforms to specifications, with consideration given to:

- A. Quantities involved
- B. Time required for delivery
- C. Purpose for which it is required
- D. Competency and responsibility of the bidder
- E. Ability of the bidder to perform satisfactory service
- F. Plan for utilization of minority contractors when applicable

IV. Signing of Contracts

- A. Contracts for amounts at or above \$1,000,000.00 are executed by the Board President and the Superintendent/Designee as appropriate.
- B. Contracts below \$1,000,000.00 are executed by the Superintendent or his designee.
- C. Principals will approve all contracts for school activity funds.

Board Reviewed 03/06/2018	Superintendent Approved 03/06/2018
-------------------------------------	--