

## CHAPTER 7.00 – FINANCE AND BUSINESS SERVICES

### PROCUREMENT

7.60.1

The board will follow state laws for the procurement of property and services. The primary state procurement laws for Alabama school boards are:

- Alabama Competitive Bid Laws (Chapter 13B of Title 16, Code of Alabama 1975),
- Joint Information Technology Purchasing Agreement (Chapter 13B of Title 16, Code of Alabama 1975) and
- Public Works Law (Title 39, Code of Alabama 1975).

To the extent allowed by state laws, the board will utilize state, local, regional and national purchasing agreements where appropriate for the procurement or use of goods and services. All procurement transactions are subject to the board's Conflict of Interest Policy and the procurement decisions of the board will:

- Avoid acquisition of unnecessary or duplicative goods and services;
- Use the most economical and efficient approach for acquisitions;
- Award acquisition contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement;
- Consider contractor integrity, compliance with public policy, record of past performance, and financial and technical resources prior to awarding procurement contracts;
- Maintain records sufficient to document the history of the procurement; and,
- Conduct procurement transactions in a manner that provides full and open competition.

Procurement transactions for federal programs and child nutrition programs that are not subject to the state procurement laws, but exceed the aggregate amount of the federal micro-purchase threshold, will be obtained by utilizing price or rate quotes from two or more qualified sources. State procurement laws include requirements that comply with the other Uniform Administrative Requirements for procurement of property and services.

The board will request proposals for those professional service contracts (excluding architectural and engineering services) that are exempt under state procurement laws if the contracts exceed \$150,000 and will be paid from federal or child nutrition program funds. The board will utilize a team of three or more qualified individuals to conduct a

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technical evaluation of proposals received and for selecting recipients. As a part of the evaluation, the individuals on the evaluation team will sign an assurance that each of the individuals is in compliance with the board's conflict of interest policy.

### **STATUTORY AUTHORITY:**

**CODE OF ALABAMA**  
**Chapter 13B, Title 16 and Title 39**

**OFFICE OF MANAGEMENT**  
**UNIFORM GUIDANCE FOR FEDERAL PROGRAMS-PART 200**

### **ALABAMA ADMINISTRATIVE PROCEDURE ACT:**

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### **HISTORY:**

**ADOPTED: March 15, 2017**  
**REVISION DATE(S): \_\_\_\_\_**  
**FORMERLY: NEW**