

Huntingdon Special School District Procedures for Seeking Bids and Quotations June 2016

Before any federal grant funds are obligated or expended, the director of schools, project director, child nutritionist, technology coordinator, technology supervisor, and/or federal bookkeeper will review the cost of a proposed expenditure and determine if it is an allowable use of federal grant funds as per 2 C.F.R. § 200.403, and/or Huntingdon Special School District Procedures Affecting Allowability of Costs

- All purchases of supplies, materials, equipment, and/or contractual supplies in excess of \$10,000 shall be based on competitive bids.
 - These bids shall be solicited by advertisement in a newspaper of general circulation; however, this newspaper advertisement may be waived by the director of schools in an emergency.
- All purchases of \$10,000 or less may be made in the open market, without newspaper notice, but will, whenever possible, be based on at least three (3) competitive bids.
- If applicable, requests for proposals (RFPs) must be publicized and must identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
- Bids to be received will be written and submitted in sealed envelopes to the district office. The director of schools and/or the appropriate program manager will be responsible for collecting the bids.
- Proposals must be solicited from an adequate number off qualified sources, where applicable; and
- Contracts must be awarded to the responsible firm/individual whose proposal is most advantageous to the program for which funds are being sought, with price and other factors considered.
- Technical Evaluation of the Proposals: Huntingdon Special School District employs the following procedures for the technical evaluation or all competitive bids/proposals:

- The Project Director will review the list of bidders and ensure that no bids are considered that are received from a firm/individual appearing on the disbarment list.
- The Project Director will ensure that all bids are received within the advertised timeline. Those not received within the advertised timeline will not be considered.
- The Project Director will compare each submitted bid to ensure that it meets published specifications. Other district employees who possess specific skills to assist in the review of fidelity in regard to advertised specifications may be engaged for assistance.
- The Project Director will complete a comparative analysis of the submitted bids that will include the following:
 - Cost of Eligible Goods and Services*
 - Past Successful K-12 Experience (if applicable)
 - Understanding of Needs
 - Completeness of Response
 - Quotation Meets District's Minimum Specifications
- * In all cases, cost will be the most important factor
- The Project Director will determine the best cost as evidenced by reasons relative to the purpose of the purchase.
- The Project Director will review all bids with the Director of Schools and recommend a purchase based on the best cost option, or the Project Director may recommend rejection of all bids.
- Upon selection of the best bid, the Director of Schools will submit to the Board of Education all bids along with either a recommendation to accept a bid to purchase or a recommendation to reject all bids.
- The Board of Education will review and discuss the bids during an open public meeting. The Board may accept the recommendation of the Director of Schools, accept a bid other than the Director's recommendation, or take no action.
- Upon the receipt of items purchased, the Project Director will inspect all items to ensure that the materials are undamaged and received as represented in bid materials. Also, installations, repairs, and/or other intangible services will be reviewed to ensure that all work has been done as agreed, contracted, or specified in

bid documents. Other district employees who possess specific skills to assist in the review of fidelity in regard to the completion of the work may be asked to assist. Also, the Project Director may employ consultants to assist in such a review.

- Once all items purchased are accounted for and shown to be undamaged, and once all installations, repairs, and/or other intangible services are reviewed and approved, and once all work has been done as agreed, contracted, or specified in the bid documents, the Project Director will authorize payment for goods and services.