

Policy

PURCHASING PROCEDURES

The Board of Education wishes to establish and carry out a careful system of purchasing and accounting to help provide an effective program of education while guarding against loss due to carelessness, inefficiency, theft, or improper maintenance of records.

The duties of purchasing are to be centralized under the Business Administrator/Board Secretary, who shall be familiar with and perform all his/her activities within the limitations prescribed by law, board policy and legal opinions.

The Board of Education encourages the administration to seek advantages in savings through joint agreements for the purchase of work, materials or supplies with the governing body(ies) of other contracting units within this county or adjoining counties or by other cooperative pricing arrangements. The administration shall also evaluate any savings which may result from the purchase of any materials, supplies or equipment under contracts entered into by the state treasury department, division of purchase and property.

The board may use competitive contracting instead of public bidding for purchasing specialized goods and services, the price of which exceeds the bid threshold, for the purposes and with the conditions specified in law.

All purchases shall be approved by resolution of the board.

Nothing is to be ordered independently by school personnel.

The Board of Education shall not knowingly enter into contract with any company that does not subscribe to and implement a policy of non-discrimination. The board secretary shall be responsible for so informing all prospective suppliers of work or materials.

Soliciting Prices/Bids and Quotations

Whenever the amount of the contract requires, by law, submission for bids, the Board of Education shall authorize the Business Administrator/Board Secretary to initiate the bidding procedure. Legal ads shall be placed and all bids shall be opened at the place and time designated in the advertisement.

The Business Administrator/Board Secretary shall:

- A. Analyze and tabulate all bids;
- B. Refer bids and analysis to proper personnel to obtain recommendations;
- C. Bring recommendations and all supporting materials before the Board at its next regular meeting.

This school district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, creed, religion, sex, ancestry, national origin, age, social or economic status, or non-job related disability, either in employment practices or in the provisions of benefits or services to pupils or employees. It shall actively seek bidders who comply with its affirmative action program.

PURCHASING PROCEDURES (continued)

The Board will make all final decisions including, when advisable, rejection of all bids. The Business Administrator/Board Secretary shall make every effort to obtain at least two and preferably three bids for each prospective purchase.

The Board of Education encourages the administration to:

- A. Seek advantages in savings that may accrue to this district through cooperative pricing or joint agreements for the purchase of work, materials or supplies with the governing body of other contracting units within Gloucester County or adjoining counties;
- B. Evaluate any savings which might result from the purchase of any materials, supplies or equipment under contracts entered into by the state treasury department, division of purchase and property; and
- C. Solicit contracts without competitive bidding if price quotations lower than the state contract price are obtained as provided by law.

Quotations shall be solicited when they are required by law. The Business Administrator/Board Secretary shall maintain a file of all quotations.

Contracts

Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board unless the Board chooses to reject all bids, to re-advertise, or to purchase under a state contract.

Whenever two or more proposals or bids of equal amounts are the lowest proposals or bids submitted by responsible bidders, the Board of Education may award the contract to whichever one of the lowest bidders it may determine.

The Board shall consider the advantages of entering into a contract for more than one year when and as the law permits.

Adopted: 1994
 NJSBA Review/Update: November 2008
 Readopted: March 2009

Key Words

Purchasing Procedures, "Set Aside" Contracts, Nondiscrimination, Affirmative Action, Vendors

<u>Legal References:</u>	<u>N.J.S.A. 10:5-1 et seq.</u> <u>See particularly:</u> <u>N.J.S.A. 10:5-31</u> <u>through -35</u> <u>N.J.S.A. 18A:18A-1 et seq.</u> <u>N.J.S.A. 18A:19-1 et seq.</u> <u>N.J.S.A. 52:32-44</u> <u>N.J.A.C. 6A:7-1.8</u> <u>N.J.A.C. 6A:23-1.2</u> <u>N.J.A.C. 6A:23-2.6</u>	Law Against Discrimination Public Schools Contracts Law Expenditure of Funds; Audit and Payment of Claims Business registration for providers of goods and services (definitions) Equity in employment and contract practices Definitions Supplies and equipment
---------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PURCHASING PROCEDURES (continued)

<u>N.J.A.C. 6A:23-6.1 et seq.</u>	Purchase and Loan of Textbooks
<u>N.J.A.C. 6A:23-7.1 et seq.</u>	Management of Public School Contracts
<u>N.J.A.C. 6A:27-9.1 et seq.</u>	Contracting for Transportation Services
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C. 6A:32-14.1</u>	Review of mandated programs and services

20 U.S.C.A. 1681 et seq. - Title IX of the Education Amendments of 1972

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

Manual for the Evaluation of Local School Districts

Possible

Cross References:

*2224	Nondiscrimination/affirmative action
3300	Expenditures/expending authority
*3326	Payment for goods and services
*3327	Relations with vendors
*3570	District records and reports
3571	Financial reports

*Indicates policy is included in the Critical Policy Reference Manual.