



Title: **Procurement and Contracting**

Code: DJ/DJA

Section: Section D: Fiscal

The Board of Education directs the Superintendent and the Chief Financial Officer to develop and oversee an acquisition system that is in accordance with legal requirements and will facilitate the efficient acquisition of supplies, equipment, and professional and non-professional services; facility construction and real property; and the disposition of surplus property.

The Board shall appropriate funds for all projects that will be paid for from bond proceeds deposited into the building fund. It shall be the policy of the District that acquisition procedures will promote competition, meet any applicable laws, be consistent with professional standards, and encourage fair and equitable procurement opportunities in the best interest of the District and taxpayers.

Purchase order and contract authorization shall be approved in accordance with all Board governance policies and budget appropriations and shall require the following approvals:

- Up to \$100,000: purchasing manager
- Not to exceed \$250,000: Director for Contracting and Purchasing and Executive Director for the Building Fund, unless previously approved by the Superintendent
- Not to exceed \$1,000,000: Chief Financial Officer unless previously approved by the Superintendent
- Over \$1,000,000: Superintendent and the Board of Education

The District must use one of the following methods of procurement:

1. Purchases less than \$10,000 (up to \$100,000 for construction). Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold. To the extent practicable, the District must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable.
2. Purchases of \$10,000 to \$100,000 are identified as simplified acquisitions. Simplified acquisition procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property. Price or rate quotations must be obtained from an adequate number of qualified sources (three sources at a minimum), which is also referred to as competitive pricing.
3. Purchases over \$100,000 (including construction) will be procured using formal competitive proposals except when competition is not available or in the best interest of the District.

4. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- The public emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - When the competitive process will result in a higher cost or otherwise adversely affect the District. When a particular product or service is required to standardize or maintain standardization, reduce financial investment, or streamline administration;
 - When a particular product or service is required to maintain interchangeability or compatibility as a part of an existing system;
 - When purchases are made in cooperation with federal, state, or other local government units and school districts;
 - When the product is perishable;
 - When the product or service is the subject of an insurance claim or competed by a broker;
 - When the purchase is for legal services;
 - When the purchase is for resale;
 - When the product or service, including change orders, has been previously solicited by the procurement department or is on a recommended product list;
 - When the purchase is for books or specific curriculum supplies and services; or
 - When specifically exempted by the Board of Education.

For federally-funded purchases, please refer to administrative policy DJB Federal Procurement. All exceptions to the competitive process must be justified in writing by the purchasing manager or Director for Contracting and Purchasing.

Adopted/Approved: June 6, 1996

Reviewed: August 25, 2023

Revised: November 21, 2002

September 1, 2006

July 1, 2013

July 1, 2016

July 1, 2018

July 1, 2019

August 26, 2019

February 21, 2020

December 22, 2020

October 20, 2025

Cross Refs.: C.R.S. § 22-32-109 (1) (b) (board required to adopt bidding procedures)

2 CFR § 200.320 (methods of procurement to be followed)

Adopted: **June 06, 1996**

Last Revised: **October 20, 2025**

Attachments

[DJDJA-Procurement and Contracting.pdf](#)