Title: **Procurement and Contracting Procedure**
Code: DJ/DJA R
Section: Section D: Fiscal

A. DEVELOPMENT, IMPLEMENTATION, and ACCOUNTABILITY

All purchases, which exceed dollar limits specified for micro-purchases (micro-purchases do not require competitive bidding and are valued to be less than $10,000), shall be coordinated through the contracting and purchasing department using appropriate methods and procedures for securing competitive prices based on dollar value parameters. Acceptable product and service standards shall be determined as the result of collaborative efforts, which honor both the needs of the user and the value of centralized purchasing. Purchases shall be awarded by the contracting and purchasing department through the issuance of a purchase order or contract to the most responsive, responsible bidder offering the best value to Academy District 20, without prejudice or favor. Purchases shall be awarded to vendors which reside within the state of Colorado when all evaluation criteria find the price and product quality to be equal. Purchases shall be awarded in compliance with all applicable federal and state laws and Board of Education policy.

1. PURCHASING ACCOUNTABILITY: The contracting and purchasing department is accountable for the following:
    - administering all Board of Education purchasing policies, applicable procedures, and reporting improprieties;
    - educating building/department staff and administrators as to their responsibilities regarding purchasing practices;
    - achieving cost efficiencies and savings to the fullest extent possible;
    - obtaining competitive bids and proposals to the fullest extent possible;
    - administering purchase orders and contracts issued by the District by monitoring vendor performance in conjunction with efforts by buildings/departments and terminating contracts for cause when poor performance is documented;
    - managing warehousing of commonly purchased/used materials and supplies when cost effective to the District; and
    - assisting District fixed assets personnel with tracking, storage, and disposal of fixed assets.
2. BUILDING/DEPARTMENT AUTHORITY AND ACCOUNTABILITY: Building/department administrators are delegated the responsibility for acquisition of goods and services to carry out their respective operations. Each building/department administrator shall be accountable for the following:

- ensuring their staff members adhere to all Board of Education adopted purchasing policies and applicable procedures;
- ensuring that adequate planning and scheduling occurs at the building/department level to enable the contracting and purchasing department to perform the purchasing function within desired timelines;
- reporting poor vendor and material/equipment performance to the contracting and purchasing department immediately for corrective action; and
- collaborating with the Purchasing Manager or Director for Contracting and Purchasing in all contract negotiations.

B. PURCHASING AUTHORITY AND RESPONSIBILITY:

The Board of Education has delegated the authority to enter into contracts for the procurement of goods and services. This delegation is limited to contracts for goods and services less than $1,000,000.

The superintendent and Board of Education shall specifically authorize all contract awards that exceed this delegated dollar threshold. The Chief Financial Officer is authorized to delegate purchasing authority, or authorize exceptions from these procedures, to budget managers of particular buildings/departments for the purchase of specific goods and/or services, as recommended by the Purchasing Manager or the Director for Contracting and Purchasing. This delegation ensures proper purchasing procedures and policies are followed and the interests of Academy District 20 are protected. The Chief Financial Officer delegates the authority to all budget managers for micro-purchases less than $10,000 for the purchase of goods and services in accordance with the procedures identified herein. Budget managers and their teams (after completing appropriate training with the purchasing department) will use the Procurement Card (P-Card) for making purchases less than $10,000. This delegated authority shall not apply to signing vendor contracts or agreements without review and approval of the Purchasing Manager or Director for Contracting and Purchasing. Failure to comply with purchasing policies and procedures may result in reduction or loss of delegated authority and further purchasing restrictions.

C. REQUIRED PROCUREMENT SOURCES:

The contracting and purchasing department, in conjunction with budget managers, will cooperatively define and standardize requirements in satisfaction of building/department needs for recurring items (e.g. supplies, equipment, services, etc.). As a result of competition, a requirements contract may be awarded to one or more vendors, on a term basis, who completely satisfy the established recurring quality and service requirements of the building/department. Benefits the building/department will receive from consolidating and standardizing similar quality requirements include more favorable prices through volume purchasing, a reduction in procurement lead time and administrative effort, and receipt of consistent quality and service levels. If an item is available from one of these contracted procurement

sources, buildings/departments should not purchase the defined goods or services elsewhere. However, the Purchasing Manager or Director for Contracting and Purchasing may approve exceptions on a case-by-case basis when customer requirements differ and/or cannot be satisfied through existing contracts.

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Attachments DJDJA R-Procurement and Contracting Procedure.pdf