Title: **Competitive Proposal Procedures**
Code: DJE
Section: Section D: Fiscal

All contractual services and purchases of supplies, materials, and equipment over the amount of $100,000 will be competitively procured with the exception of the purchases exempted from competition as listed in policy DJ/DJA. This does not apply, however, to professional services or instructional services or materials. Other purchases may be made in the open market but will, when possible, be based on competitive quotations or prices.

Competitive selection

All contracts and all open market orders will be awarded to the lowest responsible qualified supplier, taking into consideration the quality of materials (services) desired, technical competency, past performance, and other factors as defined by the District.

The District reserves the right to reject any or all offers and to accept that offer which is in the best interest of the District.

Pre-qualification

With regard to materials or services for which bids are required, the superintendent or designee may develop a procedure to pre-qualify offerors on specific procurements. In these cases, suppliers will be invited to have their names placed on mailing lists to receive information about pre-qualifying. When specifications are prepared, they will be mailed to all merchants and firms who have pre-qualified. Only pre-qualified offerors may submit offers.

Award

The offeror to whom an award is made will be required to submit to the District proof of liability insurance and when appropriate, proof of workers' compensation insurance, and be required to enter into a written contract with the District. Any written contract must include a provision requiring a criminal background check for any person providing direct services to students under the contract, including but not limited to transportation, instruction, or food services as required by law. The contracting entity is responsible for any costs associated with the background check.

Adopted: December 22, 2020

Reviewed: August 25, 2023

LEGAL REFS.: C.R.S. 22-32-109 (1)(b) *(board required to adopt bidding procedures)*

C.R.S. 22-32-109.7 *(board duties regarding the employment of personnel)*

C.R.S. 22-32-122 (4) *(background check provision required in service contracts)*

C.R.S. 24-18-201 *(public official's interest in contract)*

CROSS REFS.: DJB, Federal Procurement

GP 4.11, Board Member Conflict of Interest

Adopted: **December 22, 2020**
Last Reviewed: **August 25, 2023**

Attachments DJE final 12-22-20.pdf