

CHAPTER 8 PROCUREMENT

Article 1

SMALL PURCHASE REGULATIONS

Section 8-1.1. Request for Price Quotes or Informal Request for Proposal; Professional Services Contracts; When Three Price Quotes Required; Single Order Term Contracts. — A. When practicable, an informal procurement (i.e., request for quote or request for proposal) shall be used in selecting a vendor when the estimated value of a single order or term contract is expected to be greater than \$30,000, but not expected to exceed \$100,000, except for Professional Services. Unless directed otherwise by the school superintendent, written price quotes or responses to an informal request for proposal shall be obtained by the Purchasing Department for Suffolk Public Schools under the direction of the Purchasing Agent. Public notice of a request for written price quotes or for an informal request for proposal will be by posting on the Suffolk Public School’s bid board and by contacting selected qualified vendors.

B. Contracts for Professional Services with a value less than \$60,000 may be awarded without competition. Competitive negotiations shall be used for selection of Professional Services with a value greater than \$60,000.

C. A minimum of three price quotes, either verbal or in writing, are to be used in selecting a vendor when the estimated value of a single order or term contract is expected to be greater than \$5,000 but not expected to exceed \$30,000. Unless directed otherwise by the school superintendent, the three price quotes shall be obtained by the Purchasing Department for Suffolk City Public Schools under the direction of the Purchasing Agent by contacting selected qualified vendors. The use of Request for Quotes (RFQ) or Informal Request for Proposals (IRFP) may also be used to meet this requirement.

D. No competition is required when the estimated value of a single order or term contract is not expected to exceed \$5,000.00. (Issued July 13, 1995; Revised October 12, 2000; Revised January 11, 2013; Revised May 2, 2017)

Note: The **May 2, 2017** revision increased the value amount for informal procurement in subsection A from between \$20,000 and \$50,000 to between \$30,000 and \$100,000. In subsection B, the contract amount for professional services was increased from \$30,000 to \$60,000. In subsection C, the value of a single order or term contract requiring a minimum of three price quotes was increased to \$30,000 from \$20,000. Also, the following language was added: “The use of Request for Quotes (RFQ) or Informal Request for Proposals (IRFP) may also be used to meet this requirement.” The **January 11, 2013** revision to this regulation deleted “a minimum of three written price quotes or a minimum of three responses to an informal request for proposal” was removed and in its stead the language was inserted which now reads “an informal procurement (i.e. request for quote or request for proposal) shall be” was inserted in subpart A. Also, in subpart A, the estimated value of a single order or term contract was increased from \$10,000 to \$20,000, but not to exceed \$50,000. In subpart C., the value of a single order or term contract was increased to \$5,000 but not to exceed \$20,000. And in subpart D., the estimated value of a single order or

term contract was increased to \$5,000.

Legal Authority - School Board Policy §4-6.1.

Section 8-1.2. Documentation; minimum requirements; cooperation.—

A. It is the responsibility of the person who obtains a price quote for goods and/or services to ensure that all purchasing activities are clearly documented, including, but not limited to, the company's name, address, telephone number, contact person, date price quote was received, any variance offered by the vendor, and the price.

B. The regulation set forth herein establishes minimum requirements for small purchases. However, any small purchase may be conducted using a greater level of competition. In assessing the applicability of the small purchase regulations, a preliminary estimate of the value of the good and/or service to be procured must first be determined. In determining the estimated value for goods and/or services to be purchased in a fiscal year, consideration may be given to the actual cost for procuring that particular good and/or service in the preceding fiscal year. When a good and/or service was not procured in the preceding fiscal year, a good faith effort must be made to determine the estimated cost for the good and/or service to be procured. All pricing activities shall be documented, attached to the purchase order and kept on file for five years.

C. All schools, departments, and/or agencies of Suffolk Public Schools are encouraged to cooperate with other schools, departments, and/or agencies in an effort to increase efficiency or reduce administrative expenses. The School Board reserves the right to participate in, sponsor, conduct, or administer a cooperative procurement agreement with one or more other public bodies, or agencies of the United States, for the purpose of combining requirements to increase efficiency or reduce administrative expenses. (Issued July 13, 1995; Revised October 12, 2000)

Legal Authority - School Board Policy §4-6.1.

Section 8-1.3. Exemption. — At the discretion of the superintendent, any small purchase (when the estimated value of a single order is not expected to exceed \$60,000) may be exempt from competition when such a small purchase would be in the best interest of the school division. Approval of each exemption shall be documented in the purchasing file. (Issued July 13, 1995; Revised October 12, 2000; Revised May 2, 2017)

Note: The **May 2, 2017** revision gave the superintendent the authority to exempt any small purchase when the estimated value of a single order is not expected to exceed \$60,000. It was \$30,000.

Legal Authority - School Board Policy §4-6.1.