

710 SPECIAL EDUCATION PROCUREMENT POLICY

I. PURPOSE

The purpose of this policy is to comply with the terms set forth in the Uniform Grant Guidance (Sections §200.317-326) regarding the procurement of goods and services. Prior to and upon the acceptance and expenditure of funds awarded to the Stonebridge World School by the State and Federal Government, Stonebridge World School will ensure that the funds will be used for the purposes to fulfill the grant. The funds will be used in a manner consistent with state and federal statutes, rules and regulations.

Misuse of State and Federal funds will result in a prompt investigation led by the school board and law enforcement. Upon finding evidence of fraud or intentional misuse of state or federal funds, the guilty party may be dismissed for just cause from employment in addition to any criminal or civil prosecution or litigation.

II. GENERAL STATEMENT OF POLICY

Stonebridge World School will follow the guidelines set forth in this policy when procuring goods and services.

III. REQUESTS FOR PROPOSALS

The following transactions require that Stonebridge World School obtain two or more quotes (if possible) from interested vendors:

- a) All contracts and purchases up to \$100,000
- b) Affirmative steps will be documented to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible.
- c) All contracts for perishable food (other than milk) that are at least \$10,000
- d) All contracts for petroleum heating fuel

All requests for proposals must:

- a) Be kept on file for one year.
- b) In the case of petroleum heating fuel, be publicly advertised at least 30 days before the intended award date.

IV. SEALED BIDS

The following transactions require that Stonebridge World School obtain sealed bids from interested vendors:

- a) All contracts greater than, \$100,000, except for perishable food (other than milk)

All requests for sealed bids must:

- a) Be publicly advertised for two weeks
- b) State the time and place of receiving bids and contain a brief description of the subject matter.
- c) Bids will be publicly opened at the time and place prescribed in the invitation for bid.
- d) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.
- e) Any or all bids may be rejected if there is a sound documented reason.

V. SELECTION CRITERIA

Stonebridge World School reserves the right to select the lowest bonafide bid.

VI. REQUIRED CERTIFICATION

Executive Director has the authority to sign legally binding contracts up to \$25,000. The Stonebridge World School board must approve contracts beyond \$25,000.

VII. EXCEPTIONS

Any capital improvement of facilities expenditure greater than \$100,000 will include a bid guarantee equivalent to 5% of the bid price from each bidder, a performance bond on the part of the contractor for 100% of the contract price and a payment bond on the part of the contractor for 100% of the contract price.

Approved: 10/23/2018

Revised: