



NON-INSTRUCTIONAL SERVICES: Purchasing Services

Purchasing Guides

1. Procedures

The Office of Purchasing, serving as the designated agent of the Board of Education of Baltimore County (Board), shall administer all procurement activities in accordance with all regulations and statutes as provided by the *Annotated Code of Maryland*, Education Article, the policies of the Board, and the superintendent's rules.

The Office of Purchasing shall provide for the procurement of goods and services through bids and contracts, a requisition/purchase order process, use of a procurement card, the issuance of published catalogs of operational and instructional supplies, equipment, media, and textbooks, and through the electronic transmission of requisitions and purchase orders.

2. Formal Bids

Formal advertised bids shall be obtained for all construction, and renovation projects, for the purchase of equipment, and supplies, excluding books and other materials of instruction and emergencies, in accordance with §5-112 and §7-106, *Annotated Code of Maryland*, Education Article.

The Board shall reserve the right to waive any informalities in all bids; and to reject any or all bids, and to re-advertise for new proposals, and to utilize contracts awarded or negotiated by other government agencies.

3. Award of Contracts

The Board shall accept contract recommendations for consideration at its regularly scheduled meeting. The Board reserves the right to approve, defer, or deny an award of contract. Staff shall take all necessary action to observe and enact the decision of the Board.

In approving contract recommendations, the Board may authorize the addition of a percentage of the overall project or award value as a contingency fee or change order allocation. Expenditure of said funds shall be closely monitored by staff.

The superintendent shall establish and publish procedures for bidders and/or vendors to appeal contract related decisions.

4. Informal Bids and Price Solicitations

The Office of Purchasing shall have the option to issue bids, requests for proposals, or solicit price quotations for any requirements that do not require formal bids. This action shall be based upon the best interest of the school system, value of the purchase, its function, the length of the contract, the need to ensure the vendor's performance, to maintain reliable sources of supply, and to encourage a competitive buying atmosphere.

5. Relations with Vendors

The Office of Purchasing shall encourage fair and equal treatment of all prospective vendors and bidders and shall be consistent with the practices of the Board. Understanding, confidence, respect, and fairness are the foundation for the policy of the Board in its relationship with vendors.

Legal Reference: *Annotated Code of Maryland*, Education Article §5-112, Bids
Annotated Code of Maryland, Education Article §7-106, Textbooks, materials of instruction and supplies

Related Policies: Board of Education Policy Series 7000, *New Construction*
Board of Education Policy 6002, *Selection of Instructional Materials*
Board of Education Policy 3231, *Vendor Performance Evaluation*

Policy

Board of Education of Baltimore County

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