



NON-INSTRUCTIONAL SERVICES: Purchasing

Purchasing Guidelines

I. Procedures

The Office of Purchasing shall establish procedures for school administrators and office heads to obtain goods, equipment, and services essential for the effective operation of the school system. These procedures shall include a centralized purchase order process, the use of published BCPS' catalogs identifying materials, supplies, equipment, media, and textbooks approved for instructional purposes, the use of a BCPS' procurement card for small dollar purchases, and for the electronic transmission of requisitions and purchase orders.

II. Formal Bids

The Office of Purchasing shall establish procedures for the issuance of formal bids in compliance with Section §5-112 of the *Annotated Code of Maryland, Education Article*.

The Office of Purchasing shall assist sponsoring schools and offices in developing specifications for the purpose of obtaining competitive bids. The specifications shall be based on knowledge of use, functional value, product life cycle, environmental impact, operational safety, and in observance of all related federal, state, and county building codes.

The specifications shall identify the requirements for bid security, i.e., a bid bond, certified company or cashier's check, a performance bond, and/or a payment bond. The bid security shall be provided in an amount not less than five percent (5%) of the amount of the base bid.

III. Advertisement

All formal bids shall be advertised in accordance with §5-112, *Annotated Code of Maryland*, Education Article. Advertisements shall be placed on the Internet and prominently posted in the Office of Purchasing. Notice of formal bids shall also be issued to agencies and organizations designated by the Governor's Office of Minority Affairs. The Office of Purchasing shall have the option of advertising

bids in additional publications to encourage competition and to notify construction industry resources.

IV. Informal Bids and Price Solicitations

The Office of Purchasing shall establish procedures for the issuance of informal bids, requests for proposals (RFP), and solicitation of price quotations. Informal bids, RFPs, and price quotations are exempt from statutory requirements for advertisement and award of contract.

V. Instructional Materials

Books and other instructional materials shall be evaluated and selected in accordance with Board policy and Superintendent's Rule 6002 – *Selection of Instructional Materials - PROCEDURES*.

VI. Volume Purchases

The Office of Purchasing shall administer the issuance of contract(s) for use by schools and offices for the purchase of selected supplies, equipment, and furnishings. Information on existing state, county, or local contracts shall be made available to all schools and offices.

VII. Time and Material Contracts

A. Contracts may be established with vendors to perform on-call maintenance and repair work on a time and material basis.

B. Approved vendors for time and material maintenance and repair work shall be selected in accordance with the formal bid process described above.

C. On-call time and material vendors shall provide written price quotes for individual projects.

D. The maximum amount paid to a time and material vendor for a single project shall not exceed \$100,000. Any project which is expected to exceed \$100,000 shall be formally bid.

E. Time and material contractors may be used to perform emergency work in excess of \$100,000 upon approval of a declared emergency by the purchasing manager.

VIII. Quality of Goods and Services

The quality standard for goods, equipment, and services shall be established by the Office of Purchasing on advice of school administrators and office heads. The basic criteria in determining quality shall be the function and use of the goods, equipment, or services. Additional factors are availability, product standardization, packaging, the manufacturer's practices, financial stability, and prior performance of the award bidder.

IX. Award of Contract

To determine the vendor to whom a contract should be awarded, the following criteria may be considered:

- A. The purchase price
- B. The reputation of the vendor's goods or services
- C. The quality of the vendor's goods or services;
- D. The extent to which the goods or services meet the system's needs and specifications
- E. The standardization of equipment or supplies
- F. The vendor's past performance with the system
- G. The impact on the ability of the system to comply with the laws and regulations relating to minority business enterprises
- H. The total long-term cost to the system to acquire the vendor's goods or services
- I. Other criteria that is determined to be essential to the decision

X. ORDERING GOODS AND SERVICES

The Office of Purchasing shall establish procedures for schools and offices to order goods and services. A formal purchase order document may serve as a contract or shall act as a notification against an existing contract between the

school system and the vendor(s).

XI. Receiving of Goods and Authorization of Payment

The Offices of Purchasing and Accounting shall establish procedures for the receipt of goods or services delivered to the school building or central office, and related payment. Instructions shall be provided to school administrators and office heads.

Rule

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Superintendent of Schools