I. Purpose

To establish guidelines for the procurement of all goods and services used by Baltimore County Public Schools (BCPS).

II. 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.

III. Formal Bids

A. The Office of Purchasing shall establish procedures for the issuance of formal solicitations in compliance with Section § 5-112 of the Education Article.

B. The Office of Purchasing shall assist sponsoring schools and offices in developing specifications for the purpose of obtaining competitive bids or proposals. The specifications shall be based on knowledge of use, functional value, product life cycle, environmental impact and operational safety and shall be in observance of all applicable federal, state and local laws and regulations.

C. The specifications shall identify the requirements for bid security, including, but not limited to, 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.

D. All formal solicitations shall be advertised in accordance with §5-112 of the Education Article.

E. Notice of formal solicitations shall also be issued to agencies and organizations designated by the Governor's Office of Small, Minority and Women Business Affairs.
F. The Office of Purchasing shall have the option of advertising solicitations in additional media to encourage competition.

IV. Informal Solicitations

A. The Office of Purchasing shall establish procedures for the issuance of informal solicitations.

B. Informal solicitations are exempt from statutory requirements for advertisement and award of contract.

V. The purchasing manager may authorize an emergency procurement by any method that he/she considers most appropriate to avoid or mitigate serious damage to public health, safety or welfare.

VI. Materials of Instruction

Textbooks and other materials of instruction shall be evaluated and selected in accordance with Board Policy and Superintendent’s Rule 6002, Selection of Instructional Materials.

VII. Contract Issuance

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

VIII. 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 solicitation process above.

C. On-call time and material vendors may 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 $300,000.00. A formal solicitation shall be issued for any project that is expected to exceed $300,000.00.

IX. 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 principals and office heads. The basic criteria in determining quality shall be: the function and use of the goods, equipment or services; availability; product standardization; packaging; the manufacturer's practices; financial stability; and prior performance of the bidder.

X. 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 whole-life cost to the system to acquire the vendor’s goods or services; and
I. Other criteria that is determined to be essential to the decision.

XI. Ordering Goods and Services

A. The Office of Purchasing shall establish procedures for schools and offices
to order goods and services.

B. In accordance with state law, the Office of Purchasing shall establish guidelines for the procurement of green product cleaning supplies for use in BCPS schools.

C. 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).

XII. Receiving of Goods and Authorization of Payment

The Offices of Purchasing and Accounting shall establish procedures for the receipt of and payment for all goods and services to schools and offices.

Legal References:  
Annotated Code of Maryland, Education Article § 5-112, Contracts for School Buildings, Improvement or Supplies  
Annotated Code of Maryland, Education Article § 7-106, Curriculum Materials  
Annotated Code of Maryland, State Procurement and Finance, Title 13, Subtitle 108, Emergency Procurement; Expedited Procurement; Terms or Leases  
COMAR 21.11.03.04, Minority Business Enterprise Policies  
Annotated Code of Maryland, State Finance and Procurement Article, Title 14, Subtitle 3, Minority Business Participation  
COMAR 21.11.03.04, Minority Business Enterprise Policies

Related Policies:  
Board of Education Policy 3125, School Activity Funds  
Board of Education Policy 3200, Purchases from Minority and Small Business Enterprises  
Board of Education Policy 3209, Purchasing Principles  
Board of Education Policy 3215, Contract Execution  
Board of Education Policy 3225, Furniture, Fixtures and Equipment  
Board of Education Policy 3231, Vendor Performance Evaluation  
Board of Education Policy 3620, Inventories  
Board of Education Policy 3250, Selection of Design and Construction Consultants  
Board of Education Policy 6002, Selection of Instructional Materials
**RULE 3210**

Board of Education Policy 7000 Series, *New Construction*
Board of Education Policy 8360 Sub Series, *Ethics Code*

<table>
<thead>
<tr>
<th>Rule</th>
<th>Superintendent of Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved: 09/18/68</td>
<td></td>
</tr>
<tr>
<td>Revised: 06/19/80</td>
<td></td>
</tr>
<tr>
<td>Revised: 08/10/93</td>
<td></td>
</tr>
<tr>
<td>Revised: 07/13/99</td>
<td></td>
</tr>
<tr>
<td>Revised: 10/02/07</td>
<td></td>
</tr>
<tr>
<td>Revised: 12/04/12</td>
<td></td>
</tr>
<tr>
<td>Revised: 01/09/20</td>
<td></td>
</tr>
</tbody>
</table>