

## PURCHASING

The Windham School Committee expects all purchases made by the school unit to be consistent with applicable laws and sound business practice. The Superintendent/Designee will be responsible for developing and implementing administrative procedures to enable the School Department to purchase products and services that provide the best value to the community. In determining best value, in addition to price and compliance with all applicable specifications, the Superintendent/Designee may consider whether the low, responsible bidder has the most cost effective bid when considering life cycle cost analysis and warranty/guarantees.

If competitive bidding is not feasible, the Superintendent/Designee may invite Request for Proposals (RFPs). An RFP identifies the need the school unit intends to meet, but permits the vendor to propose the manner in which the work is performed and the materials to be used.

Each person purchasing goods and services is expected to comply with the above principles. In order to expedite the purchasing process and to give direction, the following practices shall be followed:

- A. Purchases less than \$400 may be made on purchase orders signed by the program director. Purchases which normally would exceed the \$400 limit may not be issued on multiple purchase orders under \$400 each in order to circumvent the \$400 limit.
- B. Purchases of more than \$400 may be made on purchase orders authorized by the program director and approved by the Superintendent/Designee. Purchases in the range of \$400 to \$1,500 will require at least three price quotations unless the purchases have met the requirements as stated in Sections F and G of this policy, or if the School Department has established a prime vendor relationship through an open, competitive basis. These quotes may be telephone quotes or written. However, a record documenting these quotes shall be submitted with the requisition.
- C. Purchases exceeding \$1,500 and less than \$20,000 require the purchaser to obtain written price quotes from at least three vendors. A copy of the quotes shall be attached to the requisition.
- D. Purchases of \$20,000 or more will be advertised and bid and will be brought to the Board of Education for approval prior to the issuance of a purchase order. The Superintendent is authorized to approve emergency expenditures over \$20,000. Any such emergency expenditure shall be reviewed at the next meeting of the Board of Education.
- E. Purchases that may, with reasonable effort, only be available from a single source may be so noted and will be exempt from these bid requirements subject to the written approval of the Superintendent/Designee. For example: Textbook and workbooks, IBM PS/2 Microcomputers purchased through the School purchase plan, computer software available only through a single vendor, etc.
- F. Purchases made through another government agency, which uses an open bid process, shall also be exempt from these bid requirements.
- G. Items priced less than or equal to COG bid prices or the State of Maine bid price may be purchased directly without meeting the bid requirements.

Adopted: May 18, 1988

REVISED: September 19, 2007 (First Reading) October 17, 2007 (Second Reading)