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## PROCUREMENT POLICY

- I. The purchasing objective of the Board of Directors (the "Board") of Rutherford Winans Academy (the "School") shall be to provide services, materials, and supplies which offer School personnel the most effective and efficient means to perform their tasks.
- II. The policy of the Board will be to acquire these at a minimum possible cost, but taking into consideration the best interests of the School. The School Business Administrator and/or Academy Administrator shall serve as the purchasing agents for the school system.
- III. It is recognized that the Board does not rely upon the Administrator and his/her staff to administer the business operations of the schools. These functions will be performed by the appointed business administrator or the management company, Solid Rock Management Company. Because the Board cannot relinquish its responsibility and accountability as an agent of the state, the following guidelines are established with regard to purchasing procedures:
  - A. General Guidelines for Purchasing
    1. In awarding purchases or contracts for services, the Purchaser for the School shall consider the following:
      - A) Price
      - B) Quality of Product
      - C) Service, Delivery and Maintenance of Product
      - D) Suitability of Product
      - E) Conformance to Specifications
      - F) Vendor's past service for the School
      - G) Vendor Reliability
    2. The Board directs that all purchases from all funds under its control and responsibility are made after proper documentation is secured to support such purchases, excluding purchases of routine or emergency nature.
    3. The Board will have a fully operative purchase order system as a means of budgetary control.
    4. Vendor competition in purchasing shall be practiced whenever possible.
    5. The selection of textbooks will not be contingent upon competitive bidding.

6. Sufficient amounts must have been budgeted in appropriate accounts and sufficient funds available in said accounts, or line item transfer approval given by the Board.

B. Competitive Bids

1. The Business Administrator and/or Management Company shall make available to the Board, upon request, the price quotations or competitive bids obtained from vendors for goods or services. These copies are to be retained by the business administrator until the audit for a fiscal year has been formally accepted by the Board.
2. The lowest responsible bidder, submitting a competitive price quotation or bid, ordinarily shall be awarded the contract. However, the Board reserves the right to accept or reject any bid which it feels is in the best interest of the School, and delegates the authority to those responsible for purchases not coming before the Board.
3. Non-negotiated Purchases  
Purchases which are not negotiated via competitive bidding shall be limited to those purchases made when there is only one supply source, provided the amount does not exceed bidding requirement limitations.
4. Informal Quotations  
Informal quotation (verbal information of price on equal products or services), secured in person or by telephone, may be used in obtaining routine supplies used by the School.
5. Competitive Quotations
  - a) No purchases shall be made for goods, constructions, or non-teaching services costing more than \$3,000 an item or group of related items, without written quotations or bids.
  - b) The school Business Administrator or Management Company is authorized to make such purchases and shall use discretion in deciding whether such purchases are made on the basis of requested quotation or advertising for bids.
6. Formal Quotation
  - a) No purchases shall be made for goods, construction, or non-teaching services performed by other than the School's employees in a single transaction costing \$15,000 or more unless competitive bids for those goods and/or services are obtained and the purchase is approved by the Board.
  - b) Competitive bids shall be opened at a specific time and place, as stated in the bid advertisement or in the invitation to bid. Bids may be opened by the

Business Administrator, Management company of his/her designees at the time and place as stated, and analyze and brought to the Board at a regular or special meeting with recommendations as to which bids should be accepted.

- c) The Board shall have discretion in determining the responsibility of the bidders and generally shall award the contract to the lowest responsible bidder, provided specifications are fully met. The Board may also consider available services and delivery in determining the successful bidder. The Board may reject any or all bids, and in the case of construction, shall re-advertise in the event all bids are rejected, in the manner provided by law and this policy.
- d) All bids received after the date and time specified shall be returned to the bidder unopened. Changes in the amount or condition of the bid will not be allowed once the bid has been received.
- e) Voluntary alternates submitted by bidders shall not be considered in determining low bids. However, such alternates may be negotiated after the successful bidder has been determined.
- f) Construction bidders shall be required to file security with the Board, in the amount of 5% of the amount of the bid, conditioned to secure the School from loss or damage by reason of the withdrawal of the bid, or by the failure of the bidder to enter a contract for performance if the bid is accepted by the Board.

C. Emergency Purchases

Emergency purchases may be made without using the quotation or bidding process. Such emergencies may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare, or safety of the School's children, employees or properties.

D. Purchasing Rules and Regulations

The School Business Administrator shall develop the necessary rules and regulations to implement this policy, including requisition and approval procedures, verification of purchases, and verification that goods have been received in an acceptable condition and services performed in an acceptable manner.

APPROVED: \_\_\_\_\_