

Jefferson Local School District

Procurement Procedures (federal purchases – including purchases subject to reimbursement under the Medicaid School Program)

Purchase Authorization

An employee needing items creates a requisition. The requisition is submitted by one of the authorized requisitioners as listed in policy DJF-R through SCView. The superintendent will review and approve the requisition which is then forwarded to the Treasurer's office for its review and to convert to a purchase order following approval. The requisitioner will attach all necessary supporting documentation related to the procurement methods outlined below with the requisition for approval. The approved purchase order is sent back to the requisitioner via email. A requisition that does not contain the necessary supporting documentation is sent back to the requester for correction and no purchase order is created until the required documentation is included.

The required documentation for each method is outlined below:

Micro-Purchase Method (0-\$10,000) – Price or rate quotations are not required to be obtained for these purchases. All approved requisitions and purchases order will be maintained. The purchasing employee should make every attempt possible to distribute purchases between approved vendors when appropriate to ensure purchases are distributed equitably among qualified suppliers. Purchases deemed appropriate under this method will follow the authorization process above. Written support shall be provided with the requisition to support the determination of the aggregate purchase amount.

Small Purchase Method (\$10,000 - \$250,000) – Price or rate quotations are required to be obtained three (3) or more sources. These quotes can be received verbally, written, or from website searches. If the quotes are obtained verbally the purchaser must document who they talked to, when they talked to them, what the quote was, and contact information in writing. If obtained from review of websites the purchaser is required to print screen shots showing the item and the price from each source. All documentation for the quotes received will be maintained with the purchase order. (see small purchase procedure form to be completed to include documentation of aggregate purchase). While price must be a consideration, other criteria such as quality, availability, service and expertise must also be considered.

Sealed Bid Method (over \$250,000) - This method is to be used when:

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two or more responsible bidders are willing and able to compete effectively; and
3. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

This method will be the preferred method for all construction type contracts (not anticipated to be a process used for traditional federal funding at the District – obtain prior approval from the treasurer before utilizing this method.)

If sealed bids are used, the following requirements apply:

1. Bids must be solicited from three (3) or more suppliers at a minimum, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised (2 weeks);

2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. All bids will be opened at the time and place prescribed in the invitation for bids and the bids must be opened publicly;
4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder (per technical evaluation). Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
5. Any or all bids may be rejected if there is a sound documented reason.

All documentation including the evaluation of the sealed bids, the bids received, and the awarded contract shall be maintained by the School.

Note: Sealed bid processes that include the disbursement of matching non-federal funds are subject to Ohio Revised Code (ORC) requirements as documented in Policy DJC. Consideration should be given to the threshold of the Bid and potentially completed on amounts exceeding \$50,000 in accordance with ORC 3313.

Competitive Proposal Method (over \$250,000) – This method is to be used when the sealed bid method is not appropriate. If this method is used the following criteria apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance (documentation will be maintained to indicate how bids were solicited – including the use of any pre-qualified lists based on the nature of the service). Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. Proposals must be solicited three (3) or more sources at a minimum;
3. Proposals will be evaluated using the technical evaluation score sheet (attached)
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the School (as scored in the technical evaluation).

The School shall maintain documentation including the technical evaluation of the proposals, each proposal received, and the awarded contract.

Noncompetitive Proposal Method – This method may only be used when one of the following criteria is met:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the School (**see ODE Waiver Process Below**); or
4. After solicitation of a number of sources, competition is determined inadequate.

The purchaser shall maintain documentation related to the Justification for Other Than Free and Open Competition which will include all research performed to determine the item is only available from a single source, the authorization of a public exigency or emergency (board resolution), the authorization from the federal awarding agency, and written documentation to support attempts at soliciting more than

one vendor and how it was determined that there was inadequate competition. This documentation is required to be maintained with the requisition when submitted for approval.

ODE Waiver Process

For contracts with Educational Service Centers the District will complete and submit ODE's Request for Approval For a Noncompetitive Proposal When Procuring Personnel-Based Services From A High-Performing Educational Service Center Under Ohio Revised Code 3313.843(J) form.

For other purchases now qualifying as noncompetitive proposal method based on criteria 1, 2, or 4 above the school will complete and submit ODE's Request for Approval for a Noncompetitive Proposal form for all entities.

Both forms are located at the website below:

<http://education.ohio.gov/Topics/Finance-and-Funding/Grants-Administration>

After obtaining approval from ODE these forms will be maintained with the contracts.

Authorization for Payment

Invoices are received at the Treasurer's office. Once received the invoice is sent to the requisitioner via SCView. The requisitioner reviews the invoice and approves it as OK to pay after verifying the invoice is correct and the good or service was received. The approved invoice is sent back to the Treasurer's office via SCView. It is then matched to the purchase order to verify all of the correct information.

General Guidance:

1. Cost/Price Analysis: The total estimated costs for purchases exceeding the simplified acquisition threshold is required for all purchases. Management should use the most relevant information available to arrive at reasonable estimates for the procurement amount. This will determine the appropriate procurement method. For amounts exceeding the simplified acquisition threshold, this documentation will be included in the scoring rubric, including any support obtained.
2. Management minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Such organizations will be encouraged to propose on District contracts and management will document such businesses on solicitation lists (where applicable). Businesses meeting these criteria will be scored in the technical evaluation (as included in the rubric).
3. System for Award management will be searched for all contract awards over \$25,000 to determine the awarded vendor is not suspended or debarred. This will be maintained with scoring documentation (scoring rubric/small purchase guidelines) in the contract file. Firms can be searched using this link: <https://sam.gov/content/exclusions>

4. The use of purchasing cooperatives do not alleviate responsibility of management for procurement purposes. All contracted purchasing cooperatives are required to follow the UG Procurement Standards. Management will request documentation from the contracted Co-Op for audit purposes.
5. The procurement method to be used is based on the aggregate dollar amount of the purchase. For these purposes the aggregate purchase is defined as the total dollar amount for the purchase of each distinctly different good or service. *Example 1:* the purchase of 500 tablets at a cost of \$300 each would be considered 1 distinct good for an aggregate purchase amount of \$150,000. Another example, the purchase of 200 books at \$40 each (\$8,000), 100 packs of pens at \$5 each (\$500), and 200 notebooks at \$10 each (\$2,000) would be considered 3 distinct goods each under the micro-purchase method (note that if there are numerous items within a purchase and it is not reasonable to expect a supplier to quote, the total amount would be considered the aggregate for purchasing purposes). In no case should an employee attempt to split-up purchases to avoid competition. *Example 2:* A grants coordinator for the district makes the following purchases on the same day at two separate locations: pens and paper at a retail store, and ink cartridges and binders at an office supply store. The dollar amount spent at each store is less than the micro-purchase threshold. Each purchase is considered a single transaction and may be procured under the micro-purchase method. *Example 3:* The District purchases milk on a monthly basis during the school year sale in the cafeteria. This is based on an annual contract to provide the product at a set price on a per unit basis. The total estimate of the annual contract amount, based on historical knowledge and other factors, determines the appropriate procurement method. *Example 4:* The District plans for teacher in-service continuing education. The vendor will provide 2 sessions – one in the fall and one in the spring and the total cost for the services to be provided is \$12,000. The aggregate is the value of the total contract – the small purchase method should be utilized. *Example 5:* The district identifies two separate training courses that are independent and provided by different vendors. One session is identified for the fall and the second for the spring at \$6,000 per session. Each training is considered to be a single transaction and is under the micro-purchase threshold. The purchase can be made under the micro purchase method.
6. Pre-qualified lists: To create purchasing efficiencies when the process is identified by multiple personnel throughout the District
 - a. The listing by service/supply type will include no less than three (3) qualified vendors
 - b. This listing will be updated on at least an annual basis. In addition, vendors identified subsequent to the initial approve list will not be precluded from inclusion on the listing.
 - c. The vendor listing will be for purchases meeting the micro-purchase and/or small purchasing procedures. The process to compile the listing will be completed utilizing the small purchase scoring sheet with the aggregate purchasing documented to be below the simplified acquisition threshold.
7. Method of solicitation will be documented within the scoring rubric for competitive proposals. At a minimum – the invitation to bid will be included within the District website and the minimum number of qualified vendors will be notified that the opportunity is available. Seal bidding solicitation will follow that applied in procurements subject to ORC.