

PROCUREMENT

General Fund Monies

To ensure fair and open competition in the purchase of needed equipment and supplies, the district shall seek quotes or proposals in the following manner:

Quotes/Requests for Proposals:

- Less than \$10,000 Shall be secured verbally. Purchase order may be approved by the superintendent or superintendent's designee.
- \$10,000 to \$100,000 Shall be obtained in written form from the supplier(s). A minimum of two quotes will be required. Purchase order may be approved by superintendent or superintendent's designee.
- \$100,000 and over Shall be secured by sealed quotes or by formal request for proposal in accordance with specific procedures established by the superintendent. Purchase order or contract must be submitted to the board of education for approval before the award is made.

A summary of quotes and/or proposals will be attached to purchase orders.

Bids

No contract involving an expenditure of more than \$100,000 for the purpose of constructing a building or making any improvements or repairs to school buildings shall be made except upon sealed bids in accordance with the Public Competitive Bidding Act of 1974, OKLA. STAT. tit. 61, § 101 et seq. (the "Act"). **No contract shall be split into two or more contracts involving sums below this threshold for the purpose of avoiding the requirements of the Act.**

The Act does not prohibit the district from erecting a building or making improvements on a force account basis. The term "force account" means the purchase of necessary materials and the use of the district's regularly employed staff to provide necessary labor.

New busses shall be purchased from the list maintained by the State Board of Education by sealed bid at a price not greater than the price filed with the State Board of Education in accordance with the provisions of OKLA. STAT. tit. 70, § 9-109.

Federal Funds

All purchases with federal funds will be made in accordance with the specific requirements associated with those funds (i.e., child nutrition, Title I, grants, etc.). These expenditures must be made in accordance with the Uniform Guidance, when applicable.

Reference: 61 OKLA. STAT. §103, 70 OKLA. STAT. §9-109