

Procurement

Anderson County Public Schools

1160 Bypass North
Lawrenceburg, KY 40342

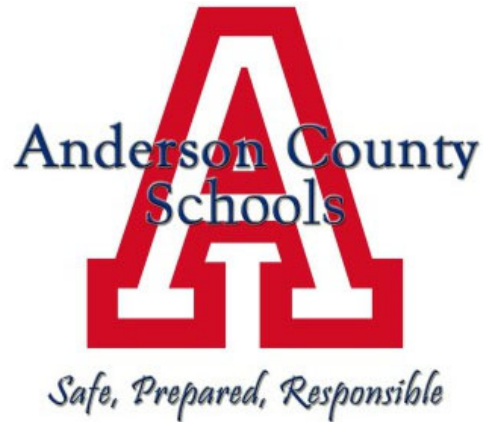


Table of Contents

Introduction	3
Kentucky Model Procurement Code	3
Purpose	3
Acting in Good Faith	3
Administrative Regulations	3
Definitions	3
Determinations - Finality	7
Notes	7
Statutes - List	8
Small Purchases	9
Guidelines	9
Categories	10
Procedures	11
\$0.01 - \$499.99 School Activity Funds	11
\$0.01 - \$499.99 General Funds	11
\$500 - \$999.99 All Funds	11
\$1,000 - \$4,999.99 All Funds	12
\$5,000 - \$30,000 All Funds	12
Large Purchases	14
Guidelines	14
Categories	14
Procedures	15
\$30,000.01+ Goods Specifications Known IFB	15
\$30,000.01+ Non-Professional Services IFB	15
\$30,000.01+ Goods Specifications Typically Unknown RFP	16
\$30,000.01+ Professional and Non-Professional Services RFP	16

Introduction

The following information and procurement policies are intended to provide Anderson County School District personnel the tools necessary to make responsible, lawful, and fiscally prudent purchases to obtain the best value for its students.

All staff participating in procurement activities shall adhere to the policies set forth in this guide as well as the statutes on which the guide is based, [KRS 45A.345 to 460](#).

Please be sure you understand the procedures prior to moving forward with purchases. Direct all questions to the Anderson County Finance Department.

Kentucky Model Procurement Code

[KRS 45A.345 to 45A.460](#)

Purpose of the KMPC

- To simplify, clarify, and modernize the law governing purchasing by the Commonwealth;
- To permit the continued development of purchasing policies and practices;
- To make as consistent as possible the purchasing laws among the various states;
- To provide for increased public confidence in the procedures followed in public procurement;
- To insure the fair and equitable treatment of all persons who deal with the procurement system of the Commonwealth;
- To provide increased economy in state procurement activities by fostering effective competition; and
- To provide safeguards for the maintenance of a procurement system of quality and integrity.

Acting in Good Faith

Every contract or duty under this code shall impose an obligation of good faith in its performance or enforcement. "Good faith" shall mean honesty in the conduct or transaction concerned and the observance of reasonable commercial standards of fair dealing. [→ You are often judged on perception. The public, competing vendors, and auditors are very observant. Sometimes it's best to go an extra step in the safer direction.]

Definitions for KRS 45A.343 to 45A.460

(1) "Aggregate amount" means the total dollar amount during a fiscal year of items of a like nature, function, and use the need for which can reasonably be determined at the beginning of the fiscal year. Items the need for which could not reasonably be established in advance or which were unavailable because of a failure of delivery need not be included in the aggregate amount.

(2) "Capital cost avoidance" means moneys expended by a local public agency to pay for an energy conservation measure identified as a permanent equipment replacement and whose cost has been discounted by any additional energy and operation savings generated from other energy conservation measures identified in the guaranteed energy savings contract, except that for school districts capital cost avoidance shall also mean moneys expended by the district from one (1) or more of the following sources:

(a) General fund;

(b) Capital outlay allotment under KRS 157.420; and

(c) State and local funds from the Facilities Support Program of Kentucky under KRS 157.440.

(3) "Chief executive officer" means the mayor, county judge/executive, superintendent of schools, or the principal administrative officer of a local public agency, or the person designated by the chief executive officer or legislative body of the local public agency to perform the procurement function.

(4) "Construction" means the process of building, altering, repairing, or improving any public structure or building, or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.

(5) "Contract" means all types of local public agency agreements, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item. It includes awards and notices of award; contracts of a fixed-price, cost, cost- plus-a-fixed-fee, or incentive type; contracts providing for the issuance of job or task orders; leases; letter contracts; and purchase orders. It also includes supplemental agreements with respect to any of the foregoing. It does not include labor contracts with employees of local public agencies.

(6) "Document" means any physical embodiment of information or ideas, regardless of form or characteristic, including electronic versions thereof.

(7) "Established catalogue price" means the price included in the most current catalogue, price list, schedule, or other form that:

(a) Is regularly maintained by the manufacturer or vendor of an item; and

(b) Is either published or otherwise available for inspection by customers; and

(c) States prices at which sales are currently or were last made to a significant number of buyers constituting the general buying public for that item.

(8) "Evaluated bid price" means the dollar amount of a bid after bid price adjustments are made pursuant to objective measurable criteria, set forth in the invitation for bids, which affect the economy and effectiveness in the operation or use of the product, such as reliability, maintainability, useful life, residual value, and time of delivery, performance, or completion.

(9) "Invitation for bids" means all documents, whether attached or incorporated by reference, utilized for soliciting bids in accordance with the procedures set forth in KRS 45A.365.

(10) "The legislative body or governing board" means a council, commission, or other legislative body of a city, consolidated local government, or urban-county; a county fiscal court; board of education of a county or independent school district; board of directors of an area development district or special district; or board of any other local public agency.

(11) "Local public agency" means a city, county, urban-county, consolidated local government, school district, special district, or an agency formed by a combination of such agencies under KRS Chapter 79, or any department, board, commission, authority, office, or other sub-unit of a political subdivision which shall include the offices of the county clerk, county sheriff, county attorney, coroner, and jailer.

- (12) "May" means permissive. However, the words "no person may . . ." mean that no person is required, authorized, or permitted to do the act prescribed.
- (13) "Negotiation" means contracting by either the method set forth in KRS 45A.370, 45A.375, or 45A.380.
- (14) "Noncompetitive negotiation" means informal negotiation with one (1) or more vendor, contractor, or individual without advertisement or notice.
- (15) "Objective measurable criteria" means sufficient information in the invitation to bid as to weight and method of evaluation so that the evaluation may be determined with reasonable mathematical certainty. Criteria which are otherwise subjective, such as taste and appearance, may be established when appropriate.
- (16) "Person" means any business, individual, union, committee, club, or other organization or group of individuals.
- (17) "Procurement" means the purchasing, buying, renting, leasing, or otherwise obtaining any supplies, services, or construction. It also includes all functions that pertain to the obtaining of any public procurement, including description of requirements, selection, and solicitation of sources, preparation and award of contract, and all phases of contract administration.
- (18) "Request for proposals" means all documents, whether attached or incorporated by reference, utilized for soliciting proposals in accordance with the procedures set forth in KRS 45A.370, 45A.375, 45A.380, or 45A.385.
- (19) "Responsible bidder or offeror" means a person who has the capability in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.
- (20) "Responsive bidder" means a person who has submitted a bid under KRS 45A.365 which conforms in all material respects to the invitation for bids, so that all bidders may stand on equal footing with respect to the method and timeliness of submission and as to the substance of any resulting contract.
- (21) "Reverse auction" means a real-time, structured bidding process, usually lasting less than one (1) hour, and taking place at a previously scheduled time and Internet location, during which multiple bidders, anonymous to each other, submit revised, lower bids to provide the solicited good or leased space.
- (22) "Services" means the rendering, by a contractor, of its time and effort rather than the furnishing of a specific end product other than reports which are merely incidental to the required performance of service. It does not include labor contracts with employees of local public agencies.
- (23) "Shall" means imperative.
- (24) "Specifications" means any description of a physical or functional characteristic of a supply, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.
- (25) "Supplemental agreement" means any contract modification which is accomplished by the mutual action of the parties.

(26) "Supplies" means all property, including but not limited to leases on real property, printing, and insurance, except land or a permanent interest in land.

(27) "Energy conservation measure" means a training program or facility alteration designed to reduce energy consumption or operating costs, and may include one (1) or more of the following:

- (a) Insulation of the building structure or systems within the building;
- (b) Storm windows or doors, caulking or weather-stripping, multi-glazed windows or doors, heat absorbing or heat reflective glazed and coated window or door systems, additional glazing, reductions in glass area, or other window and door system modifications that reduce energy consumption;
- (c) Automated or computerized energy control systems;
- (d) Heating, ventilating, or air conditioning system modifications or replacements;
- (e) Replacement or modification of lighting fixtures to increase the energy efficiency of the lighting system without increasing the overall illumination of a facility, unless an increase in illumination is necessary to conform to the applicable state or local building code for the lighting system after the proposed modifications are made;
- (f) Energy recovery systems;
- (g) Cogeneration systems that produce steam or forms of energy such as heat, as well as electricity, for use primarily within a building or complex of buildings;
- (h) Energy, water, or wastewater conservation measures that provide long-term operating cost reductions or billable revenue increases;
- (i) Any life safety measures that provide long-term operating cost reductions;
- (j) Water and wastewater conservation measures, including plumbing fixtures and infrastructure;
- (k) Equipment upgrades that improve the accuracy of billable revenue generating systems; or
- (l) Automated, electronic, or remotely controlled systems or measures that reduce direct personnel costs.

(28) "Guaranteed energy savings contract" means a contract for the evaluation and recommendation of energy, water, and wastewater conservation measures and for implementation of one (1) or more of those measures. The contract shall provide that all payments, except obligations on termination of the contract before its expiration, are to be made over time and the savings are guaranteed to the extent necessary to make payments for the cost of the design, installation, and maintenance of energy, water, and wastewater conservation measures.

(29) "Qualified provider" means a person or business experienced in the design, implementation, and installation of energy, water, and wastewater conservation measures and is determined to be qualified by the local public agency. The qualified provider shall be responsible for and shall provide the local public agency with the following information regarding guaranteed energy, water, and wastewater savings contracts:

- (a) Project design and specifications;
- (b) Construction management;
- (c) Construction;
- (d) Commissioning;
- (e) On-going services as required;
- (f) Measurement and verification of savings for guaranteed energy, water, and wastewater savings contracts; and
- (g) Annual reconciliation statements as provided in KRS 45A.352(8).

Determinations - Finality

Every determination required by this code shall be in writing and based upon written findings of the public official making the determination. These determinations and written findings shall be retained in the official contract file.

→ The contract file, including written determinations, may be hard copy or electronic. Hard copy files and electronic files, including emails, must be saved and available for audit according to ACPS records retention policies.

KRS 369.102

- (5) "Electronic" means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities;
- (6) "Electronic agent" means a computer program or an electronic or other automated means used independently to initiate an action or respond to electronic records or performances in whole or in part, without review or action by an individual;
- (7) "Electronic record" means a record created, generated, sent, communicated, received, or stored by electronic means;
- (8) "Electronic signature" means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record;

Notes:

- The following terms are interchangeable: Anderson County School District, Anderson County Public Schools, Anderson County Schools, Anderson County, the school district, and the district.
- The pronouns she, her, hers represents all genders, gender identities, and gender preferences.
- Artificially dividing orders to get under purchasing limits is strictly prohibited.
- The Anderson County Superintendent is the Chief Procurement Officer.
- Unless noted as optional, all procedures in this guide are required.
- Exceptions to or variations of Anderson County Schools procurement policies may be authorized upon written consent of the Chief Procurement Officer or her designee.

Kentucky Model Procurement Code for local public agencies, including school districts – all statutes

[.345 Definitions for KRS 45A.343 to 45A.460.](#)

[.350 Repealed, 1984.](#)

[.351 Declaration of public policy on preservation of Commonwealth's natural resources through energy efficiency.](#)

[.352 Guaranteed energy savings contracts involving local public agencies.](#)

[.353 Extension of guaranteed energy savings contract -- Documentation of savings -- Lease-purchase agreements -- Exemption from debt limitations.](#)

[.355 Determinations -- Finality.](#)

[.360 Administrative regulations.](#)

[.365 Competitive sealed bidding.](#)

[.370 Competitive negotiation.](#)

[.375 Negotiations after competitive sealed bidding when all bids exceed available funds -- Action when no bids received.](#)

[.380 Noncompetitive negotiation.](#)

[.385 Small purchases by local public agencies.](#)

- .390 Cancellation.
- .395 Determination of responsibility -- Right of nondisclosure.
- .400 Prequalification of bidders and offerors.
- .405 Cost or pricing data.
- .410 Inspection of contractor's place of business -- Audit of records.
- .415 Specifications -- Items considered equal may be furnished -- Proprietary products.
- .420 Cooperative purchasing -- Price agreements with Commonwealth.
- .425 Surplus or excess property.
- .430 Bid bonds.
- .435 Contract performance and payment bonds.
- .440 Bond forms, filings, and copies.
- .445 Definitions for terms used in KRS 45A.445 to 45A.460.
- .450 Statement of public policy.
- .455 Conflict of interest -- Gratuities and kickbacks -- Use of confidential information.
- .460 Recovery of value of anything transferred or received in breach of ethical standards.

Small Purchases – Guidelines

Per [KRS 45A.385](#), small purchases are purchases totaling \$30,000 or less in the aggregate. For the Anderson County School District, the aggregate includes the same item from multiple vendors; related items from multiple vendors; and the same or related items from the same or multiple vendors during the fiscal year (July 1 - June 30).

- Making purchases using the above methods to stay under the \$30,000 aggregate limit is considered “split purchasing.”
 - Examples of split purchasing:
 - The district purchases school bus tires for \$8,500 every 4 months from the same vendor. Those 3 purchases total \$34,000.
 - The district purchases the same number of tires at the same cost from different vendors.
 - The district purchases the tires for a total annual cost of \$20,000 but pays a different vendor \$13,000 to mount and balance them. That’s \$33,000.

- It is not considered split purchasing if an emergency purchase is necessary.

Invitations to Bid (IFB) and Requests for Proposals (RFP) may be use for small purchases if they may provide better value to the district, however, these are *not required methods for procurements \$30,000 or less*. IFBs are for goods and services for which there are clear specifications. RFPs are for goods and services with unknown specifications and/or when negotiations are advantageous. For directions on using these methods, see IFB and RFP in the Large Purchases section.

Small Purchases - 5 categories:

\$ Amount	Purchase Vehicle	Quotes	Approval Authority
\$0.01 - \$499.99 School Activity Funds	Purchase Order	1 verbal or written quote (3 written quotes are required if vendor is not on a cooperative or government bid list) (or VPQ form)	Principal
\$0.01 - \$499.99 All Funds	Purchase Order	1 verbal or written quote (3 written quotes are required if vendor is not on a cooperative or government bid list) (or VPQ form)	Principal / Director
\$500 - \$9,999.99 All Funds	Purchase Order	1 written quote (3 written quotes are required if vendor is not on a cooperative or government bid list) (or VPQ form)	Principal and Superintendent
\$10,000 - \$30,000 All Funds	Purchase Order	3 written quotes are required (or VPQ form)	Superintendent and Board
\$30,000 and above All Funds	RFP	Quotes are not required for awarded vendors with the exception of sole source as well as goods and services that are not feasible to bid in accordance with KRS 45A.095	Superintendent and Board

Note: Due to administrative processing costs, it is not recommended to issue IFBs and RFPs for purchases for \$1,000 and less.

Each purchase shall have its own procurement file containing price quotes, agency correspondence, vendor correspondence, and other supporting documentation in either hard copy or electronic. It is not necessary or required to maintain a hard copy file if a comprehensive electronic file is kept.

Vendors' shipping terms shall be Free on Board (FOB), Destination Freight Prepaid and Allowed.

→ This means that the vendor owns the goods until they reach your dock. If the goods are lost or damaged in transit, it will be the vendor's responsibility to handle the associated issues and deliver your goods nonetheless.

When obtaining price quotes, do not disclose vendors' quoted prices to other vendors. Additionally, do not inform vendors of how many vendors from which you are seeking quotes. If they ask for this information, simply explain that you are obtaining price quotes and that you'd like the vendor to submit its best price.

When obtaining price quotes, if possible, allow each vendor at least 3 business days to provide a quote. Ensure that all vendors are given the same amount of time to provide quotes.

The VPQ form is required if vendor cannot generate a formal quote as documentation. Using the VPQ, complete your portion first and then send it to the vendor(s) to complete its portions. An invoice is not a quote and must be rejected as such.

For school activity fund purchases, Accounting Procedures for Kentucky School Activity Funds (Redbook) and ACBOE 04.312 is incorporated herein by reference. Schools are not permitted to purchase operating expenses utilizing school activity funds. Only non-student generated (and by extension parent generated) funds can be swept to the District.

Small Purchases – Procedures

Small Purchases | \$0.01 - \$499.99 | School Activity Funds

1. Obtain 1 verbal or written quote (3 written quotes are required if vendor is not on a cooperative or government bid list). If the vendor is unable to provide to an official quote, please use the VPQ form. [See Approved Vendor section on page 19.](#)
2. Forward a statement regarding the verbal quote or the completed VPQ and requisition to the school Principal for approval.
3. If the requisition is approved, create a Purchase Order (PO) and route other backup documentation to the school Principal for approval.
4. School Principal would route to grant director and identify their Bookkeeper to whom the requisition should be returned.
5. Once approved by the Grant Director, the Purchase Order (PO) can be forwarded to the vendor by the school Bookkeeper who will then notify the ACBOE staff member making the request that the purchase has been approved.
6. The ACBOE staff member can create the order or request services to commence.
7. When goods are received and/or services have been performed, obtain an invoice to create the payment using the quote/VPQ, approved requisition, Purchase Order (PO), and all other supporting documentation.
8. Ensure that all documents and information related to the purchase are available on short notice for an audit.

Small Purchases | \$0.01 - \$499.99 | All Funds

1. Obtain 1 verbal or written quote (3 written quotes are required if vendor is not on a cooperative or government bid list). If the vendor is unable to provide to an official quote, please use the VPQ form. [See Approved Vendor section on page 19.](#)
2. Forward a statement regarding the verbal quote, written quote or the VPQ, requisition and all other backup information to school Principal or Director as appropriate for approval.
3. If Principal or Director approves, the requisition and supporting documentation is required to be forwarded to the following:
 - a. Grant Director – special revenue fund
 - b. CIO – technology
4. If the Grant Director or CIO approves, they will route to the Director or Principal to forward the requisition and supporting documentation to the ACBOE Superintendent for approval.
5. Once approved, complete a Purchase Order (PO) and attach email approval to Purchase Order (PO). The Director or Principal will then sign the Purchase Order (PO).
6. The Purchase Order (PO) can be forwarded to the vendor by the Administrator or school Bookkeeper as appropriate who will then notify the ACBOE staff member making the request that the purchase has been approved.
7. The ACBOE staff member can create the order or request services to commence.
8. When goods have been received or services rendered, request an invoice from the vendor.
9. Forward the quote, email approval from Superintendent, requisition, approved Purchase Order (PO), invoice, packing slip signed with date of receipt, and all documentation to ACBOE Finance Department.
10. The Finance Department will review the documentation for accuracy and complete the payment.
11. Ensure that all documents and information related to the purchase are available on short notice for an audit.

Small Purchases | \$500 - \$9,999.99 | All Funds

1. Obtain 1 written quote (3 written quotes are required if vendor is not on a cooperative or government bid list). If the vendor is unable to provide to an official quote, please use the VPQ form. [See Approved Vendor section on page 19.](#)
2. Forward a statement regarding the verbal quote, written quote or the VPQ, requisition and all other backup information to school Principal or Director as appropriate for approval.
3. If Principal or Director approves, the requisition and supporting documentation is required to be forwarded to the following:
 - a) Grant Director – special revenue fund
 - b) CIO – technology
4. If the Grant Director or CIO approves, they will route to the Director or Principal to forward the requisition and supporting documentation to the ACBOE Superintendent for approval.
5. Once approved, complete a Purchase Order (PO) and attach email approval to Purchase Order (PO). The Director or Principal will then sign the Purchase Order (PO).
6. The Purchase Order (PO) can be forwarded to the vendor by the Administrator or school Bookkeeper as appropriate who will then notify the ACBOE staff member making the request that the purchase has been approved.
7. The ACBOE staff member can create the order or request services to commence.
8. When goods have been received or services rendered, request an invoice from the vendor.
9. Forward the quote, email approval from Superintendent, requisition, approved Purchase Order (PO), invoice, packing slip signed with date of receipt, and all documentation to ACBOE Finance Department.
10. The Finance Department will review the documentation for accuracy and complete the payment.
11. Ensure that all documents and information related to the purchase are available on short notice for an audit.

Small Purchases | \$10,000 - \$30,000 | All Funds

1. Obtain at least 3 written price quotes from an approved vendor list. [See Approved Vendor section on page 19.](#)
2. Forward a statement regarding the verbal quote, the VPQ, requisition and all other backup information to school Principal or Director as appropriate for approval.
3. If the Director or Principal approves, route quote, requisition, and supporting documentation to Grant Director or CIO as appropriate.
4. If the Grant Director or CIO approves, they will forward to the Director or Principal to route ACBOE Superintendent for approval.
5. If the Superintendent approves the request, she will forward the documentation to the AC Board for review and approval.
6. If the Board approves the request, it will forward the documentation to the ACBOE Superintendent's Office to route the school Principal or Director as appropriate to start the Purchase Order (PO) process.
7. Complete a Purchase Order (PO) and attach Board approval to Purchase Order (PO) then route to Superintendent for signature.
8. The Purchase Order (PO) can be forwarded to the vendor by the Administrator or school Bookkeeper as appropriate who will then notify the ACBOE staff member making the request that the purchase has been approved.
9. The ACBOE staff member can create the order or request services to commence.
10. When goods have been received or services rendered, request an invoice from the vendor.

11. Forward the quote, email approval from Superintendent, requisition, approved Purchase Order (PO), invoice, packing slip signed with date of receipt, and all documentation to ACBOE Finance Department.
12. The Finance Department will review the documentation for accuracy and complete the payment.
13. Ensure that all documents and information related to the purchase are available on short notice for an audit.

→ Making multiple purchases using the above methods to stay under price quote thresholds is considered “split purchasing.”

→ Examples of split purchasing:

- The school needs 6 desk chairs. It obtains 1 price quote and purchases 2 desk chairs in February (under Principal approval) at a cost of \$200 each for a total cost of \$400. In March, the school obtains 1 price quote from the same vendor and purchases another 2 desk chairs for \$400 more. And finally, in May, the school obtains 1 price quote from the same vendor and purchases another 2 desk chairs for \$400 more. The total cost of these planned purchases is \$1,200, which normally requires 3 price quotes and Superintendent approval.
- The school needs 6 desk chairs. It obtains 1 price quote and purchases 2 desk chairs in February (under Principal approval) at a cost of \$200 each for a total cost of \$400. In March, the school obtains 1 price quote from the same vendor and purchases another 2 desk chairs for \$400 more. And finally, in May, the school obtains 1 price quote from a different vendor and purchases another 2 desk chairs for \$400 more. The total cost of these planned purchases is \$1,200, which normally requires 3 price quotes and Superintendent approval.

Large Purchases – Guidelines

Large Purchases are purchases for tangible goods or services totaling \$30,000.01+ in the aggregate. For the Anderson County School District, the aggregate includes the same item from multiple vendors; related items from multiple vendors; and the same or related items from the same or multiple vendors during the course of the fiscal year (July 1 - June 30). A large purchase may be for one item valued at \$30,000.01+ or it may be for many items, as defined above, that total \$30,000.01+ per fiscal year.

Large Purchases - 4 categories:

1. **\$30,000.01+ | Goods | Specifications Known | Invitation for Bids (IFB)**
2. **\$30,000.01+ | Non-Professional Services | Invitation for Bids (IFB)**
3. **\$30,000.01+ | Goods | Specifications Typically Unknown | Request for Proposals (RFP)**
4. **\$30,000.01+ | Professional and Non-Professional Services | Request for Proposals (RFP)**

[IFBs](#) and [RFPs](#) must be posted publicly in the local newspaper and/or online (district website) for a [minimum of 7 calendar days](#).

Each purchase shall have its own procurement file, either hard copy or electronic. It is not necessary or required to maintain a hard copy file if a comprehensive electronic file is kept.

Vendors' shipping terms shall be Free on Board (FOB), Destination Freight Prepaid and Allowed.

→ This means that the vendor owns the goods until they reach your dock. So, in the event that the goods are lost or damaged in transit, it will be the vendor's responsibility to handle the associated issues and deliver your goods nonetheless.

When obtaining price quotes:

- do not disclose vendors' quoted prices to other vendors. Additionally, do not inform vendors of how many vendors from which you are seeking quotes. If they ask for this information, simply explain that you are obtaining price quotes and that you'd like the vendor to submit its best price; and
- if possible, allow each vendor at least 3 business days to provide a quote. Ensure that all vendors are given the same amount of time to provide quotes.

All price quotes, agency correspondence, vendor correspondence, and other supporting documentation shall be kept in the respective procurement file.

It is the end user's responsibility to notify the ACPS Finance Department of any issues with the contractor, including failure to adhere to the scope of work, missing milestones, etc.

Large Purchases – Procedures

Large Purchases | \$30,000.01+ | Goods | Specifications Known | Invitation for Bids (IFB)

1. Complete the required areas of the IFB template.
2. Forward the IFB by email to the ACPS Finance Department.
3. The ACPS Finance Department will work with you to refine information needed for posting.
1. The ACPS Finance Department will seek the necessary approvals prior to moving forward.
4. The ACPS Finance Department will post an Invitation for Bids (IFB).
5. The ACPS Finance Department will not accept late bids.
6. The ACPS Finance Department will publicly open the all bids submitted on time and read them aloud.
7. The ACPS Finance Department will determine the bid with the lowest price. If that bidder met all specifications, it will be awarded the contract. If the bidder did not meet the specifications, the next lowest price bidder will receive the award.
8. The ACPS Finance Department will seek the necessary approvals prior to moving forward with creating the Purchase Order (PO).
9. The ACPS Finance Department will create a PO and forward it to the awarded vendor.
10. Once the item(s) are received, the requestor shall notify the ACPS Finance Department in writing via email that the item(s) were received, noting the district's PO number in the message.
11. Ensure that all documents and information related to the purchase are filed and available for audits.

Large Purchases | \$30,000.01+ | Non-Professional Services | Invitation for Bids (IFB)

1. Complete the required areas of the IFB template.
2. Forward the IFB by email to the ACPS Finance Department.
3. The ACPS Finance Department will work with you to refine information needed for posting.
4. The ACPS Finance Department will seek the necessary approvals prior to moving forward.
5. The ACPS Finance Department will post an Invitation for Bids (IFB).
6. The ACPS Finance Department will not accept late bids.
7. The ACPS Finance Department will publicly open the all bids submitted on time and read them aloud.
8. The ACPS Finance Department will determine the bid with the lowest price. If that bidder met all specifications, it will be awarded the contract. If the bidder did not meet the specifications, the next lowest price bidder will receive the award.
9. The ACPS Finance Department will seek the necessary approvals prior to moving forward with creating the Contract.
10. The ACPS Finance Department will create a Contract and forward it to the awarded vendor.
11. The requestor shall notify the ACPS Finance Department in writing via email when the project/services are complete, noting the Contract number in the message.
12. Ensure that all documents and information related to the purchase are filed and available for audits.

\$30,000.01+ | Goods | Specifications Typically Unknown | Request for Proposals (RFP)

1. Complete the required areas of the RFP template.
2. Forward the RFP by email to the ACPS Finance Department.
3. The ACPS Finance Department will work with you to refine information needed for posting.
4. The ACPS Finance Department will seek the necessary approvals prior to moving forward with creating the contract.
5. The ACPS Finance Department will post a Request for Proposals (RFP).

6. The ACPS Finance Department will work with you to set up an evaluation team along with evaluation and scoring meetings.
7. The ACPS Finance Department will tentatively award the purchase to the vendor that scored the most points as set forth in the RFP.
8. The ACPS Finance Department will seek the necessary approvals prior to moving forward.
9. The ACPS Finance Department will create a PO or contract and forward it to the awarded vendor.
10. Once the item(s) are received by, the requestor shall notify the ACPS Finance Department in writing via email that the item(s) were received, noting the district's PO number in the message.
11. Ensure that all documents and information related to the purchase are filed and available for audits.

\$30,000.01+ | Professional and Non-Professional Services | Request for Proposals (RFP)

1. Complete the required areas of the RFP template.
2. Forward the RFP by email to the ACPS Finance Department.
3. The ACPS Finance Department will work with you to refine information needed for posting.
4. The ACPS Finance Department will seek the necessary approvals prior to moving forward.
5. The ACPS Finance Department will post the Request for Proposals (RFP).
6. The ACPS Finance Department will work with you to set up an evaluation team along with evaluation and scoring meetings.
7. The ACPS Finance Department will tentatively award the purchase to the vendor that scored the most points as set forth in the RFP.
8. The ACPS Finance Department will seek the necessary approvals prior to moving forward with creating the contract.
9. The ACPS Finance Department will create a Contract and forward it to the awarded vendor.
10. Ensure that all documents and information related to the purchase are filed and available for audits.

Credit Procedures

Walmart and Kroger Cards

1. With an approved purchase order, cards will be checked out by the ACBOE Finance Department. The Finance Department will keep the original purchase order to attach to the receipt once received.
2. Once the card has been given to the authorized individual, they are required to initial the sign-out sheet and the Finance Department designee will initial as well.
3. Cards are required to be returned same day by 4:00pm and all one-day overnight exceptions require Superintendent or Finance Officer approval. All cards checked out on Friday are required to be returned by 3:30pm without exception.
4. When a card is returned, the individual will initial the sign-out sheet and Finance Department designee will initial to confirm the card was returned.
5. The original MUNIS PO and purchase receipt will be given to the Finance Department. For school purchase orders, a copy of the PO and purchase receipt will be given to the Finance Department.

Superintendent Board Card

1. Approval is required in writing through email from the Superintendent prior to purchase order. A requisition is required with a designation that payment is requested by Board card.
2. The purchase order is required to be created to the Business Card vendor number 183 in the vendor description.
3. With an approved purchase order routed in person or by email, the number will be given by the Superintendent or designee to an ACBOE staff member in person at the Board office.
4. The number must be destroyed once the purchase is complete.
5. ACBOE staff member will then forward the email approval, approved requisition, purchase order, receipt, and all documentation to the Superintendent's office and Finance Department.

Amazon and Lowes Credit Accounts

1. Only ACBOE designated staff members are eligible to make purchases on account with Amazon and Lowes.
2. Please refer to purchasing requirements regarding thresholds and funding sources.
3. For Amazon orders:
 - **Technology Orders Only:** The Technology Department requires a copy of the approved requisition and purchase order to create the order.
 - a) Once the order is received in Central Office, The Technology Department will advise the School Bookkeeper and the order will be marked received.
 - b) The School Bookkeeper will forward all paperwork to Central Office for payment.
 - **Non-technology Orders only:** The ACHS and ACMS Media Specialist place orders for their respective schools and the ACBOE Finance Department places orders for SECC, EBW, RBT, and SSE. All require a copy of the approved requisition and purchase order to create the order.
 - a) Once the order is received at the respective location, the School Bookkeeper will mark the order received.
 - b) The School Bookkeeper will forward all paperwork to Central Office for payment.

Approved Vendors

1. The W-9 and Approved Vendor Form is required for all new vendors.
2. Route all requests for new MUNIS system vendors to the ACBOE Finance Department for review.
3. The ACBOE Finance Department will set up the vendor in MUNIS.