

BOARD OF EDUCATION

Cherry Hill, New Jersey

POLICY 3320.1

PURCHASES BUDGETED

The Board of Education directs the Superintendent to establish procedures for the purchase of budgeted goods and services that will make prudent use of district resources and yield the maximum value for the school district. The Assistant Superintendent, Business/Board Secretary shall authorize all purchases that are within a budget line item and are consistent with the purpose for which the funds were appropriated.

No purchase order may be placed until the Assistant Superintendent, Business/Board Secretary has determined whether the proposed purchase is subject to bid or quotation, whether sufficient funds exist in the line item, and whether the goods are available elsewhere in the district.

Whenever the estimated value of a purchase or contract for goods or services other than professional services is fifteen percent or more of the bid threshold established in accordance with law and is not made under a state contract, the Assistant Superintendent, Business/Board Secretary shall, whenever practicable, solicit at least two written quotations from independent vendors. All quotations received, written and oral (which must be put in writing) will be attached to and retained with a copy of the resulting purchase order or contract. The purchase or contract shall be awarded on the basis of the lowest responsible quotation received, which quotation is most advantageous to the Board of Education, price and other factors considered; provided, however, that if the contracting agent deems it impractical to solicit competitive quotations in the case of extraordinary unspecifiable service, or, in the case of such or any other purchase, contract or agreement awarded hereunder, having sought such quotations determines that it should not be awarded on the basis of the lowest quotation received, the contracting agent shall file a statement of explanation of the reason or reasons therefore, which shall be placed on file with said purchase, contract or agreement.

Supplies commonly used in the various schools will be standardized to the extent that it is educationally feasible to do so. Alternate suggestions will be made to a requisitioner if better service, delivery, economy, or utility can be achieved by a change in the proposed order.

When a purchase order is placed or a contract entered, the Assistant Superintendent, Business/Board Secretary shall commit the expenditure against a specific budget line item or project category in order to guard against the creation of liabilities in excess of appropriations.

E-Rate Procurement

The Assistant Superintendent, Business, /or his/her designee is hereby approved as the District's Authorized Representative for all Federal programs including: the Universal Service Fund ("E-Rate") and Child Nutrition and is the designated custodian for the general fund, building fund, child nutrition fund, bond fund, activity fund, all federal programs including E-Rate, all state programs, and all other school programs and activities not specifically listed herein which constitute a similar federal program.

In selecting service providers for all eligible goods and/or services for which E-Rate support will be requested, the Assistant Superintendent, Business or his/her designee shall:

1. Receive and document requests for competitive bids for all eligible goods and/or services for which E-Rate support will be requested; and comply with all applicable state and District procurement processes as documented in the District's policies and procedures.
2. Maintain independent control over the competitive bidding process by ensuring that no service provider who is participating in the bidding process engages in any communication, advice or structuring of the initiation or conduct of the bidding process. Additionally, the District shall ensure that any such service provider's contact information shall not be included on the FCC Form 470.
3. Review and discuss all bids submitted and select the most cost-efficient service offering, using a bid log to document bids received, with price being the primary factor considered .
4. Ensure that the District adheres to the minimum twenty-eight (28) day waiting period from the date of posting of the FCC Form 470 on the USAC Schools and Libraries website prior to committing to any selected service providers.
5. Ensure that all contracts with selected service providers are signed after the first allowable contract date and before submission of the Form 471.

Legal References:

N.J.S.A. 18A:18A-1 et seq.; 18A:22-8
N.J.A.C. 6A: 23 – 1 et seq.

Formerly Policy DJEB :

Adopted: 11/21/94

Revised and Renumbered: 9/28/04

Revised: 11/25/08