

PURCHASING AND DISTRIBUTION (REGULATION)

All purchases shall be made in strict conformity with local procedural requirements as set forth in the laws of Oklahoma.

School supplies and equipment shall be purchased only after careful consideration of the needs as pointed out by the appropriate administrative officials and teachers of the school system and authorized by the superintendent.

All materials and services received by the school district shall be reviewed by the proper school district representative to see that terms and specifications have been met.

The board shall keep written records covering all purchases. These records shall include written purchase orders, copies of the bills, and claims showing time of payment. All guarantees shall remain on file in the superintendent's office.

Bids

The Public Competitive Bidding Act of 1974 and its supplements require “bids” as the method of solicitation for construction. Also, 70 O.S. 9-109 requires sealed “bids” for school bus purchases.

- \$50,000 and over Shall be secured by formal requests for proposals (RFPs) or sealed bids handled in accordance with specific procedures established by the Director of Materials Management. Must be submitted to the Board for approval before the award is made; however, during emergency situations, the Superintendent may approve items costing above \$50,000.

Receiving and Opening of Responses

Designated staff will receive documents until the specified deadline, date stamp them, and keep them properly secured until the publicized opening time. All documents will then be delivered to the Director of Materials Management or designee to be opened. Results of bids and quotes will be read aloud. Details of responses to Requests for Proposals will remain confidential pending further evaluation and negotiation.

Awards

No award will be made at a bid or proposal opening. An announcement will be made that the staff will analyze all responses and respond to all inquiries from vendors after the award is made.

- Quotes/Proposals

The award to the best and most responsible vendor(s) will be made within a reasonable time period, based, in the sole opinion of the District, upon the “best value” taking into consideration the total cost of ownership including purchase price, quality, ability to deliver, maintenance and service, and durability and longevity.

- Bids

The award will be made pursuant to the terms of the Public Competitive Bidding Act of 1974 and its supplements and/or other applicable state law.

- Awards – Local Preference

It is the Board intent to purchase locally whenever equal goods and services are offered. In cases where two or more responsible suppliers at the local, state or out-of-state level offer equal materials, supplies, services, and equipment, preference will be granted in the following order:

Local Supplier*

State Supplier

Out-of-State Supplier

*A local supplier is defined as one who “maintains a distributing, manufacturing, or processing facility within the confines of the District” with real property or taxable personal property appearing on the ad valorem tax rolls.

PAYMENT PROCEDURES

PURPOSE: To define the procedures to be followed for all District payments.

All claims for payment will be processed by the Accounting Office. Payment will be authorized against invoices properly supported by approved purchase orders, requisitions, and properly submitted documentation approved by the Purchasing or Accounting offices, and in accordance with salary schedules approved by the Board.

The Director of Accounting will specify documentation procedures for payments. The respective employee designated by the Superintendent or designee to be responsible for the transaction will ensure that specified documentation procedures have been followed.

**REFERENCE: 62 O.S. §310.9
74 O.S. §3109**