

OLYMPIC ESD 114 ADMINISTRATIVE PROCEDURE PURCHASING

6210P

Procurement Requirements, Bids and Competitive Quotes

To the extent practical, all OESD procurement will be conducted in a manner that provides open and free competition. Efforts will be made to use small businesses, minority-owned firms and women’s business enterprises.

Some purchases require formal bidding or competitive quotes. The following procedures will be followed to ensure compliance with competitive procurement laws and regulations:

1. Purchases from open competitive bids prepared by the State of Washington, KCDA, WSIPC, ESD’s, school districts or other entities must satisfy competitive procurement requirements.
2. When the ESD is acting as an agent for public school districts, purchases will be made in accordance with RCW 28A.335.190 (school district bid law).

PURCHASE METHOD	GOODS	SERVICES
<i>Micro Purchase</i>	\$10,000 OR less	\$10,000 or less
No required quotes; price must be reasonable and distributed equitably among suppliers	Must use more restrictive \$10,000 federal threshold instead of \$40,000 state threshold	
<i>Small Purchase (Informal)</i>	\$10,000 - \$75,000	\$10,000 - \$250,000
Document quotes from a reasonable number of qualified sources (minimum 3)	Must use more restrictive \$75K state threshold instead of \$250K federal threshold	
<i>Formal Competitive Bids</i>	\$75,000+	\$250,000+
	Must use more restrictive \$75,000 state threshold instead of \$250,000 federal threshold	
<i>Non Competitive Proposals</i>	Appropriate ONLY when: Available only from sole source Public emergency purchase Expressly authorized in writing by awarding Federal agency Competition is deemed inadequate after solicitation Purchase of services from non-Federal funds, with prior fiscal approval	
*Set & Updated per FAR - Federal Acquisition Regulations		

3. Public works projects will be made in compliance with RCW 39.12.
4. Contracts to lease building space and portable buildings or for maintenance of security systems, computers and other equipment will be made in compliance with RCW 28A 310.460.
5. Procurement of electronic data processing and telecommunication systems will comply with RCW 39.04.270.
6. Competitive procurement requirements may be waived in the following instances:
 - Purchases that are clearly and legitimately limited to a single source,
 - Purchases, including public works, in the event of an emergency,
 - Purchases of insurance or bonds,
 - Instructional materials/books procured with non-Federal funds,
 - Professional services procured with non-Federal funds; i.e. attorneys,
 - insurance brokers or agents, or data processing, educational and/or financial
 - consultants, therapists, psychologists, instructors, engineer and architect services will be procured in accordance with RCW 39.80,
 - Purchases expressly authorized by an awarding or pass-through funding agency in response to a written request from OESD. Purchases between government entities.
 - Other purchases as authorized by the Superintendent.

Bid and Quote Procedures

Bids - Formal bid process will include requests for proposals publicly solicited using a sealed bids process and requires plans and specifications for the work or purchase, public notice of the call for formal bids, and requirement for written bids. Work with the Assistant Superintendent for Business and Instructional Services to prepare formal bids.

Rejection of Bids - The Board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

Quotes

1. Obtain three written or phone/verbal quotes.
2. Document all quotes and provide all documentation including the cost/price analysis to the Business Office with purchase order or contract.
3. Choose the vendor with the lowest responsible quote. If not selecting the lowest price quote, document the reason(s) the lowest quote was not chosen.

Revised: June 16, 2022