

*Procurement*

General Purchasing Policy

The Board recognizes that expenditure of public funds for supplies and equipment is one of its major business responsibilities and retains the sole authority in responsibility for all purchase contracts of the District.

It shall be the responsibility of the Administration to establish a procurement framework that will achieve the objectives of securing those items deemed essential to the operation of the school program as wisely, inexpensively, and expeditiously as possible while complying with all applicable laws and Board Policy.

Standardization of Supplies & Equipment

To help achieve both quality control and the price advantage of quantity purchasing, the Administration shall:

1. Set specifications for goods and services needed.
2. Cite several examples of existing, commercially available, "standard brands" that meet those specifications and are acceptable as examples.
3. Invite vendors to bid on those examples, or comparable ones which the vendors believe to be acceptable according to specifications.

Local Purchasing

Local purchasing from businesses within the District, with the exception of pre-existing bids and contracts, will be favored whenever the following factors are equal between local and non-local vendors:

1. Quality of Product
2. Suitability of product
3. Price
4. Conformance to specifications
5. Convenience of delivery
6. General reputation of business firm
7. Past services to District

Soliciting Prices (Bids and Quotations)

The Business Manager shall publish regulations to ensure compliance with laws applicable to bid solicitation.

The Board shall periodically consider mandate waiver applications to the Pennsylvania Department of Education for purchases of and contracts for supplies, materials, equipment, and contractual services.

Cross Reference:

Administrative Regulation 3233 (Federal Fiscal Compliance – Procurement)

Adopted: September 10, 1973

Revised: January 24, 1983

Revised: January 24, 1994

Revised: August 27, 2007

Revised: February 26, 2018