

**PROCUREMENT GUIDELINES**  
*Leon County School Board*  
*Purchasing Department (850) 488-1206*

<b>Procurement Amount</b>	<b>Policy</b>	<b>Procedure</b>
<b>&lt; \$8,000.00</b>	Use best practices	Purchases not exceeding \$8,000 that are not covered by an existing competitive solicitation do not require written quotes; however, <b>competition is encouraged</b>
<b>\$8,000.01 - \$50,000.00</b>	Three (3) informal quotes	Purchases over \$8,000 and up to \$50,000 require a minimum of three (3) informal quotes if not covered by an existing competitive solicitation. The quotes may be solicited electronically or in writing. The Board supports Small Business Enterprise (SBE) vendors and encourages solicitation of at least one (1) quote from an SBE vendor for applicable products or services. Quote information should be included in the requisition comments and scanned as an attachment to the requisition when submitted. If three (3) quotes are not received, documentation should be submitted showing the effort made to obtain at least three (3) quotes. If the award is not made to the lowest bidder, supporting documentation must be included in the file.
<b>&gt;\$50,000.00</b>	Formal Competitive Solicitations	The Purchasing Department will issue competitive solicitations for all purchases over \$50,000 not covered by an existing competitive solicitation using formal bid procedures unless otherwise waived.

**Blanket Purchase Orders**

A blanket purchase order is an open-ended contract to procure an indefinite quantity of commodities or services over an identified time span, as and when needed. Blanket purchase orders are not intended for large purchases but rather for commodities or services that the school/department anticipates they will purchase repetitively throughout the year. Commodities or services purchased against a blanket order should not exceed \$4,000 per month, and under no circumstances will exceed \$48,000 per year, per vendor. Blanket purchase orders shall be closed at the end of the fiscal year, the end of the funding source (grant) or specified expiration date of approved contracts.

**Sole Source/No Substitute Provider**

A sole source/no substitute designation shall be made in the event that only one vendor possesses the unique and singularly available capability to meet the commodity or service requirements. Purchases in excess of \$50,000 for commodities or services for which competitive solicitations have been waived require Board approval.

<b>Emergency Purchases</b>	An emergency purchase is one brought about by a sudden unexpected event causing an immediate danger to the public health, safety, welfare or other substantial material loss to the Board. The existence of such a condition creates an immediate and serious need for equipment, supplies, materials, and services that cannot be met through normal procurement methods and the lack of which would threaten the function of the District, or the health, safety, or welfare of District students, employees, or Board facilities. Failure to use reasonable diligence or foresight in anticipating requirements is not a valid reason for using emergency procedures. Emergency purchases in excess of \$50,000 for which competitive solicitations have been waived shall be submitted to the Board for ratification.
<p>I. <b>CONSULTANT AGREEMENTS -GOVERNED BY BOARD POLICY 6540</b></p> <p>The Superintendent is authorized to enter into agreements with consultants who are not current employees of the District to provide products or services totaling \$50,000 or less, provided that funds for securing such products or services have been properly budgeted. Consultant agreements exceeding \$50,000 shall require Board approval unless exempt under F.A.C. 6A-1.012. Schools, departments, and various programs within schools and departments often use professional services in areas of special needs which require individuals/companies who are trained, certified, licensed, or who have expertise and experience in areas where there is no in-house staff to perform these services.</p>	
<b>Professional/Technical Services Agreements (PTSA) – Governed by Board Procedure 6320.01</b>	The PTSA will be completed by the school/department representative and signed by the principal/site administrator and contractor <b>prior to services being provided</b> . The PTSA may NOT be used if the service provider is a current employee of the district, is on the School Board substitute teacher list, or creates a conflict of interest as defined in Board policy 1129. <b>The principal is the only school site individual with contract signatory authority as defined in Board Policy <a href="#">6320.01</a> - Contract Approval Authority Related to Purchasing.</b>
<p>II. <b>CONTRACT SIGNATORY AUTHORITY – GOVERNED BY BOARD POLICY 6320.01</b></p> <p>A contract is any legally enforceable agreement whether or not it is titled "contract." Contracts include, but are not limited to, letters of agreement, proposals, lecture agreements, license agreements, memoranda of understanding, and terms and conditions related to all types of transactions. All Board contracts must be in writing. An agreement may be a binding contract even though one (1) party provides something of value to the other party at no charge. Therefore, the Board may have an interest even though there is no financial transaction. The correct legal name which should appear on all contracts is "The School Board of Leon County." <b>The principal is the only school site individual with contract signatory authority</b></p>	
<b>Annual Contract Cost</b>	<b>Authorized Contract Signatory</b>
< \$8,000.00	Principal or Site Administrator <b>ONLY</b>
\$8,000.01 - \$25,000.00	Superintendent, Assistant Superintendent, or Director of Purchasing
>\$25,000.00	Board Chair
PTSA > \$50,000	Board Chair