



## PROCUREMENT GUIDELINES

These minimum competition requirements apply to the purchase of goods and services, which are not otherwise exempt from competition as set forth in Policy 6320 – Purchasing and Contracting for Goods and Services, State law, and Florida Administrative Code. 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.

Procurement Thresholds	Policy	Procedure
<b>Micro-Purchases: Less than \$8,000</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>Informal Purchases: \$8,000 to \$50,000.00</b>	Three (3) informal quotes	Purchases of \$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>Major Purchases: Over \$50,000</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.
<b>Blanket Purchase Orders</b>	Blanket Purchase orders provide a mechanism whereby schools and departments may purchase items or services on an as-required and often over-the-counter basis. There is a limit on the period of time they are to be valid, the maximum amount of money that may be spent at one time or within a period of time, and the type of commodity or services that can be obtained. Blanket purchase orders that are not issued against an established contract cannot exceed the informal purchase threshold for the fiscal year and cannot exceed \$4,000/month. Blanket purchase orders limit the cost of any single mobile technology item (laptops) to \$999 and all other single items to \$4,999 as these items must be capitalized in the District's inventory and may not be purchased on a blanket purchase order.	

<b>Sole Source/No Substitute Provider</b>	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.
<b>Standard Services Agreements (SSC) – Governed by Board Procedure 6320.01</b>	The SSC 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 SSC 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>
<b>Contract Signatory Authority – Governed by Board Policy 6320.01</b>	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 that should appear on all contracts is "The School Board of Leon County." The principal is the only school site individual with contract signatory authority
<b>Annual Contract Cost</b>	<b>Authorized Contract Signatory</b>
<b>Up to \$8,000.00</b>	Principal or Site Administrator <b>ONLY</b>
<b>\$8,000.01 - \$50,000.00</b>	Superintendent, Deputy Superintendent, Assistant Superintendent, or Director of Purchasing
<b>&gt;\$50,000.01</b>	Board Chair