

CARRIZO SPRINGS CONSOLIDATED INDEPENDENT SCHOOL DISTRICT



2018-2019 Procurement Manual

Jose Keubke
Executive Director for Financial Services
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Carrizo Springs CISD

2018-19 PROCUREMENT MANUAL

Revised 08/24/2018

Introduction

This Procurement Manual has been prepared to provide general information about Carrizo Springs CISD's procurement process. Additional information may be available within the district's Board Policies, Administrative Procedures, Employee Handbook, Fiscal Manual, Activity Fund Handbook, State & Federal Grants Manual (EDGAR Manual) or other web resources, such as TEA's Financial Accountability Resource Guide. *If assistance is needed in any area of our business operations, please contact any of the staff members listed below.*

Administration Purchasing Staff

Jose Keubke	Executive Director for Financial Services	Ext. 1101
Sandra Uriegas	Director of Federal Programs	Ext. 1201
Diana Chavarria	A/P Inventory Clerk	Ext. 1103

Guidelines

WITHOUT THE EXPRESS CONSENT AND WRITTEN APPROVAL OF THE SUPERINTENDENT OR HIS DESIGNEE, NO DISTRICT EMPLOYEE SHALL, WITHOUT AN APPROVED PURCHASE ORDER PROVIDED BY THE DISTRICT'S BUSINESS OFFICE:

1. Purchase supplies or materials for the District.
2. Approve contracts or services to begin without an approved Contract and Purchase Order.
3. Charge the cost of any supplies, services, or materials to the District.
4. Purchase supplies or materials for personal use or for the use of particular school or department.
5. Charge the cost of any supplies, services or materials to the school.
6. Students shall not be permitted to purchase items on behalf of the school or the District.

It is the responsibility of the District's Business Office and the Executive Director for Financial Services to direct the district's material management functions by obtaining and providing the best sources for the purchase of goods and services.

It is the individual responsibility of each employee involved in the procurement process to understand the policies, upon which procurements are based and the meaning and intent of the procedures themselves.

If there are any questions or concerns relative to either the policies or procedures, or the ability of the employee to respond effectively to the requirements of these procedures, it will be the responsibility of the employee to bring such matters to the attention of his/her immediate supervisor without delay.

The fundamental purpose of these procedures is not to restrict the performance of the individuals involved in the procurement, but to provide a foundation for effective, consistent, and complete method of operation with the expected result of fostering a positive, professional relationship between the school district and the suppliers who serve the district.

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VENDOR CERTIFICATION

All vendors (for purchase of goods or services) must complete the District's "EDGAR Vendor Certification Forms" which consists of the following items:

1. Profit as a Separate Element of Price
2. Termination for Cause or Convenience
3. Equal Employment Opportunity
4. Davis-Bacon Act
5. Vendor Violation or Breach of Contract Terms
6. Contract Work Hours and Safety Standards Act
7. Right to Inventions Made Under a Contract or Agreement
8. Clean Air Act and Federal Water Pollution Control Act
9. Debarment and Suspension
10. Byrd Anti-Lobbying Amendment
11. Procurement of Recovered Materials
12. Implementation of House Bill 1295
13. Non-Collusion Statement
14. Texas Government Code 2270.002 – will not boycott Israel
15. Record Retention Requirement
16. Energy Policy and Conservation Act
17. Buy American Act
18. State Requirements for Federal Contracts

CONTRACT FOR SERVICES

All vendors (for purchase of services) must complete the District's "EDGAR Vendor Certification Forms" (above) and the following items:

1. Contractor Status Questionnaire (District Form)
2. Contract Services Agreement (District Form)
3. Fingerprinting Questionnaire (District Form)
4. DPS Criminal History Verification (District Form)
5. Debarment and Suspension Certificate (District Form)
6. Conflict of Interest Questionnaire (Form CIQ)
7. Certificate of Interested Parties (Form 1295, if applicable)
8. Non-Collusion Statement (District Form)
9. Felony Conviction Notice (District Form)
10. W-9 Form
11. Attachments to Consultant Contracts (Resume, Tax Forms, if any)

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MICRO PURCHASE

PURPOSE:

The purpose of this procedure is to provide guidance for the regulations that apply to the purchase of supplies, equipment, and services that involve expenditures between \$0.01 - \$9,999.99 and are required to be supported by quotations whenever available and possible.

SCOPE:

These regulations and procedures apply to all purchases between \$0.01 - \$9,999.99.

REGULATIONS:

1. Purchases of personal property or contract services between \$0.01 - \$9,999.99 will require a minimum of one (1) informal quote.
2. When permissive bids or requests for proposals are taken, preference may be given to local vendors if the price and quantity are substantially equal.
3. Contracts for the lease or rental of equipment, materials or services may be negotiated for cost without securing advertised sealed bids provided that:
 - a. The title to the property does not or will not change hands at any time.
 - b. None of the lease rental payments shall apply toward a later purchase, giving an advantage to the leasing company.
 - c. Contracts for the lease or rental of equipment or materials where part or all of the payments may apply toward an eventual purchase shall be treated as actual purchases.
4. All quotation procedures must be followed.
5. The Superintendent must approve all contract services.

SMALL PURCHASE

PURPOSE:

The purpose of this procedure is to provide guidance for the regulations that apply to the purchase of supplies, equipment, and services that involve expenditures between \$10,000.00 - \$49,999.99 and are required to be supported by quotations.

SCOPE:

These regulations and procedures apply to all purchases between \$10,000.00 - \$49,999.99 in the aggregate for a twelve (12) month period. The thresholds includes aggregate amounts.

REGULATIONS:

1. Purchases of personal property or contract services between \$10,000.00 - \$49,999.99 will require a minimum of two (2) informal quotes. The documentation must be adequate (example: internet searches, emails to vendors or Purchasing Cooperatives requesting quotes, etc.). If not, then district should consider releasing an RFP (Request for Proposals).

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2. When permissive bids or requests for proposals are taken, preference may be given to local vendors if the price and quantity are substantially equal.
3. Contracts for the lease or rental of equipment, materials or services may be negotiated for cost without securing advertised sealed bids provided that:
 - a. The title to the property does not or will not change hands at any time.
 - b. None of the lease rental payments shall apply toward a later purchase, giving an advantage to the leasing company.
 - c. Contracts for the lease or rental of equipment or materials where part or all of the payments may apply toward an eventual purchase shall be treated as actual purchases.
4. All quotation procedures must be followed.
5. The Superintendent must approve all contract services.

COMPETITIVE PROCUREMENT

PURPOSE:

The purpose of this procedure is to provide guidance for the regulations that apply to the purchase of supplies, equipment, and services that involve expenditures over \$50,000.00 and are required by board policy and law to be competitively procured.

SCOPE:

These regulations and procedures apply to all purchases over \$50,000.00 in the aggregate for a twelve (12) month period. Improvements or additions to real property require competitive bidding when the expected expenditure exceeds \$10,000.00.

REGULATIONS:

In accordance with Education Code 44.031 and district policy all purchases or personal property or contracted services over \$50,000 in the aggregate for each twelve (12) month period shall be made by one of the following methods. When bid or proposals are solicited preference may be given to local vendors if the price and quality are substantially equal.

All bid and or proposals must consist of the following items:

- General Terms and Conditions
- Bid/Proposal Specifications
- Invitation to Bid/Propose
- Non-Collusion Statement
- Felony Conviction Notice
- Debarment and Suspension Certifying Statement
- Deviation/Compliance Form
- Out of State Certifying Statement
- HUB Certifying Statement
- Notice of No Bid/Proposal Form
- Certification of Criminal History Record Information
- Notice to Vendors

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Items must accompany all competitive bid and/or proposals. In accordance with federal regulations, items for purchase obtained with federal funds shall be subject to the procedures and /or regulations of the Types of Federal Compliance Requirements provided for in the Federal Circular A-133 Compliance Supplement. This will provide reasonable assurance that the procurement of goods and services are made in compliance with all pertinent provisions. All vendors must complete the “EDGAR Vendor Certifications Forms” of the District.

METHODS FOR COMPETITIVE BID/PROPOSAL:

All District contracts, except for the purchase of produce and fuel, shall be made by one of the following six (6) methods that provide the best value for the District:

1. Competitive bidding
2. Competitive sealed proposals
3. Request for proposals for services other than construction services
4. An inter-local contract
5. The reverse auction procedure as defined by Government Code 2155.062 (d)
6. The formation of a political subdivision corporation under Local Gov’t Code 304.001

PRICE QUOTATION PROCEDURES

1. Requisitioning
The requisitioning party must have detailed specifications along with its budget authorization and recommended sources. (campus or department)
2. Formal Price Quotation Form Preparation
3. Solicitation of Formal Price Quotations
The District may purchase items in accordance with the procedures dictated in Section 44.033 of the Education Code. In the alternative, the school district may purchase those items in accordance with Sections 44.031 (a) and (b) of the Education Code as dictated by the six (6) methods to purchase material in excess of \$50,000 and by following the advertisement of solicitation procedures.
4. Advertisement and Notification
For each 12-month period, the District shall publish a notice in two consecutive issues of a local paper, the categories of personal property projected to be procured throughout the year, and soliciting the names, addresses, and the telephone numbers that are interested in the supply of the categories to the District.
5. Solicitation
For each category, the District shall create a vendor list consisting of each vendor that responds to the published bid notice and any other vendor the District elects to include. Before the District makes any purchase of personal property, it must obtain at least (3) formal written price quotations from the vendors on the applicable list whenever available. (See Approved Vendor’s list).
6. Formal Price Quotation Records
The quotation records must be retained with the district’s competitive bid records and may be subject to the district’s annual financial audit.

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SUMMARY

If the good or service is not already competitively bid (example: Purchasing Cooperative), the District procedure recommends a minimum of one (1) quote for all individual purchases between \$0.01 to \$3,499.99; or two (2) quotes for all individual purchases exceeding \$3,500.00 to \$49,999.99; or a formal competitive sealed proposal for purchases above \$50,000.00.

STATE REQUIREMENTS FOR FEDERAL CONTRACTS

All contracts under federal awards must meet federal, state and local requirements. State requirements for all contracts under federal awards include the following:

1. A letter of intent to contract with a third party may be signed prior to the issuance of a Notice of Grant Award (NOGA).
2. The contract is only effective upon receipt by the District of the NOGA from the awarding agency.
7. The contract period is aligned to the grant period of availability as stated on the NOGA from federal/state awarding agency (period of availability).
8. Services may NOT begin unless “EDGAR Vendor Certification Form” is on file with Carrizo Springs CISD.
9. Goods may NOT be purchased nor contract services begin unless you have an approved Purchase Order; or an approved Contract from Carrizo Springs CISD and Purchase Order.
10. The contract identifies the funding sources that will be charged for the services provided, including the specific amount and/or percentage of the total contract amount to be charged to each funding source. (NOTE: This can be found on the Contract for Services form and the Purchase Order).
11. The contract identifies and lists only **reasonable, necessary, and allocable** services to be provided during the period of availability of the funding sources listed in the contract.
12. All services will be completed during the effective dates of the contract.
13. All services will be invoiced monthly after services are received (rather than paid lump sum at the beginning of the period of availability before services are rendered) and paid upon verification of receipt of services.
14. The regulations for procurement in 2CFR 200.318-323 are followed in issuing the contract.
15. All professional services provided under the contract will follow the provisions of 2 CFR 200.459 Professional Service Costs.
16. The administrative costs charged to the grant in the contract must comply with any limitations for administrative costs for funding sources (if applicable).
17. The contract specifies that the invoice provided by the contractor will include the list of services provided, dates of service, and location(s) where services were provided during the billing period.