



PURCHASING OPERATING PROCEDURES

SECTION V-B – Competitive Bidding Requirements

TITLE: Competitive bidding guidelines for the purchase of goods and services.

1. Purpose:

In accordance with DPS Board policies for competitive bidding (Policy DJE) these procedures outline the process and steps for bidding the purchase of goods and services.

2. Definition:

Competitive Sealed Bid: Award is made to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set for the in the invitation to bid.

Competitive Sealed Proposal: Award is made to the responsible offeror whose proposal is determined to be the most advantageous (best value) to the District, taking into consideration price and other evaluation factors set forth in the request for proposal.

Small Dollar Purchase: The purchase of equipment, supplies or services not exceeding a cost of twenty thousand dollars (\$25,000). In construction services, the limit is \$50,000.

Emergency Purchases: Those instances which may adversely affect the health or safety of any person, or when delay would cause irreparable harm to the District.

Responsive Bid- A quote, bid or proposal that met all of the ‘material’ requirements of the solicitation including the scope of work and specification.

Responsible Bid- A quote, bid or proposal that was submitted by a vendor or firm, that meets the solicitation requirements and the vendor or firm has the capacity to contract for the required good or service. This capacity to contract is measured in terms of the vendors–financial, technical, schedule, background and references as submitted.

Sole source- Is a purchase of goods or services that is available from only one (1) source (vendor/manufacturer).

Single Source- Is a purchase of goods or services that is available from multiple sources, but is specifically required from one source supplier on a non-competitive basis. This is based upon a number of pre-determined conditions for the purchase. These are outlined in the ‘Single/Sole source justification form.

3. Policy:

As per Board Policy #DJE, procurements shall be awarded by formal competitive solicitation, unless otherwise authorized by the Board of Education. Exceptions shall be limited to instances described below. The District shall have the authority to join with other units of government in cooperative procurement.

4. Procedures:

Procedure	By Whom
0-\$500 Purchases These level of purchases are accomplished through use of imprest checking or the Visa Purchasing card.	Schools/Requesting Departments
0-\$2,500 Purchases No competition is required. These level of purchases are accomplished in schools and Departments with the use of the Visa purchasing card. The purchases do not require the direct involvement of the Purchasing Department (exceptions include textbooks, software, computers)	Schools/Requesting Departments
\$2,500-\$5,000 Purchases No competition is required. Purchasing department conducts	Purchasing Department

purchasing	
Procedure	By Whom
<p>\$5,000-20,000 Purchases Wherever practical or advantageous, the Purchasing Department shall obtain quotes from at least three suppliers for purchases in excess of five thousand dollars (\$5,000), awarding the contract(s) to vendor supplying the lowest responsible and responsive quote.</p>	Purchasing Department
<p>Up to \$25,000 Purchases These types of purchases are considered "small dollar" purchases. As such, purchases may be made in the open market, without formal competition, subject to the approval of the Manager or Director of Purchasing.</p>	Purchasing Department
<p>Greater than \$25,000 Purchases Purchases in excess of \$25,000 shall fall under the provisions requiring sealed bids or proposals to be formally solicited by the Purchasing Department. Purchases of goods or services that are not competitive require a sole/single source justification. (See procedure V-C for the procedures and desired form and required approvals).</p>	Purchasing Department
<p>Exceptions may be allowed for circumstance that fall under the following instances: Sole/Single Source procurement, Professional services, Emergency Procurement, Revenue Generating Contracts, Cooperative Purchasing, Unsolicited offers and Construction change orders.</p>	School/Requesting Department, subject to approval by the Purchasing Department

5. Forms

The Purchasing department will assist operating Departments and schools in obtaining formal or informal bids as thresholds dictate. The purchasing department has standardized forms for the following types of solicitations (see samples attached):

RFQ-Request for quotation

ITB-Invitation for bid

RFP-Request for proposal