

“Educational and Administrative Supplies Must Be Purchased from Approved Needham Public Schools Bid Vendors¹. Procure all Other Supplies and Services Using the Following Uniform Procurement Act (Ch 30B) Rules, Unless Specifically Exempt”

- EXEMPT PURCHASES:**
- From State and Local Funds (No Exemption from Federal)
- Purchases from State-wide contracts issued by O.S.D.
 - Purchases from TEC bid and other collective purchasing agreements
 - Purchase/ disposal of supplies from other Town departments, the state or federal government
 - Advertising required notices
 - SPED services & supplies (direct service only)
 - Attorney, labor relations, CPA services
 - Physician, dentist, health care worker, social worker, psychiatrist, veterinary services
 - Purchases funded from gifts (donations), trusts and student activity funds
 - Professional development for school employees
 - Expenditures from federal funds, when Ch30B prevents compliance with federal laws and regulations

Purchases of \$0 - \$9,999

- Best Business Practices to Select Vendor
- P.O. Approved by FinOps Before Goods/ Services Ordered
- No Advertising or Contract Required

Purchases of \$10,000-\$50,000

- Written Quotes Solicited/ Sole Source Requested (Using Procedures Below)
- Written Contract Required
- P.O. Approved by FinOps Before Goods/ Services Ordered

Sole Source If Only One Vendor Exists

If there is only one single distributor of the desired good/ service, request a Sole Source determination. (Sole Source Request Form.) A sole source can NOT be used if:

- Multiple vendors/distributors exist
- The purchase exceeds \$50,000, unless for library books, school textbooks, educational programs/ curricula, newspapers, periodicals or software maintenance.

or

Quotes if Multiple Vendors Exist

If there are multiple distributors of the desired good/service, solicit 3 written Quotes. (Quote Form)

- When soliciting quotes, record the vendor’s name, address and contact; the purchase description; date and amount of each quote. Include both the unit price and total price, including delivery.
- You have complied with the law if you have *asked* for three quotes, even if you have not *obtained* them. Bidders may choose not to reply, or may not offer the desired good/service. (Non-responsive)

- RULES OF THUMB:**
- The following Ch30B rules of thumb apply:
- Ch30B applies to purchases from local, state and federal funding sources (except donations, student activity funds, trusts & scholarships)
 - Bidding requirements are based on the value to the vendor – not amount paid to/by NPS.
 - Written contract is required for every purchase over \$10,000 – 3 year maximum.
 - The Asst. Super. Financial Operations, as School Procurement Officer, reviews all purchases for compliance with Ch30B.
 - Sole source determinations may be made only after a “reasonable investigation” reveals no competitors. FinOps will ask for internet documentation of your search.
 - You may increase the quantity purchased by up to 25% of the total bid price, provided the unit cost remains the same. Increases over 25% require a new procurement and a new contract. FinOps must document in writing why the increase is more practical and economical than re-bidding.

BID SPLITTING, or subdividing your purchase to avoid bid laws, is ILLEGAL!

¹ If a reasonable facsimile of the desired good or service is not available from NPS bid vendors, the department may conduct a separate procurement using the above rules.

- What Information Must I Write on Quote Form When Soliciting Quotes?**
- Department minimum quality specifications
 - Vendor name, address and contact person providing quote
 - Unit Price & Total Price
 - Name of NPS person soliciting quotation
 - Date of quote

Ch30B Does Not Force You to Use Low Quality Bidders. You ARE Required to Use the Low Price Bidder that Meets Your Minimum Quality Requirement.

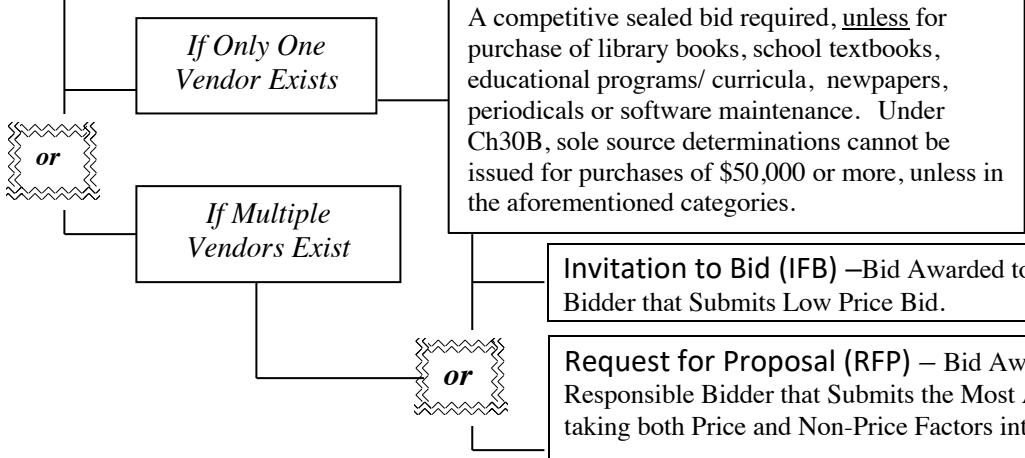
Purchases of >\$50,000

- Competitive Sealed Bid Issued by FinOps
- Advertising Required
- Written Contract Required
- P.O. Approved by FinOps Before Goods/ Services Ordered

What is a Responsible Bidder? A Vendor with the Capability, Integrity & Reliability to Perform.

A Bidder is Non-Responsive, if they do not respond to your request for bids, or cannot provide the required good/service.

NEW: Solicit 3 Quotes When Using State Contracts if Federal Funds Involved



- Frequently Asked Questions:**
1. **Why do I need to purchase all of my educational and office supplies from the Approved Bid Vendors?** The District purchases more than \$50,000 of these items each year, which triggers the Ch30B requirement for sealed bids. All of the Approved Bid Vendors have been selected using this process.
 2. **Do I have to use an Approved Bid Vendor, even if I can obtain an item cheaper elsewhere?** Yes. Under the law, when purchases exceed \$50,000, the District may procure only from vendors selected through a competitive sealed bid process. Across all contracts, the District saves money this way.
 3. **If I am purchasing less than \$10,000, why must I use an Approved Bid Vendor?** When District-wide purchases exceed \$50,000, the District must purchase from vendors selected through a competitive sealed bid process. Best business practices, quotes and sole source procurements are no longer an option.
 4. **What if I can't find what I am looking for from an Approved Bid Vendor?** If you can't find a *reasonable facsimile* of the desired item, you may procure from another vendor, following the aforementioned steps. If a reasonable facsimile exists, however, you must purchase from an Approved Bid Vendor.
 5. **Where is the list of Approved Bid Vendors?** A listing of Approved Bid Vendors is found online at: https://www.needham.k12.ma.us/departments/business_operations/business_office/purchasing/procurement_information
 6. **How do I go about adding a vendor to the list of Approved Bid Vendors?** Contact the Business Office for further information.
 7. **I am a teacher – is it my responsibility to obtain quotes, contracts and sole source requests?** No. The bookkeeper assigned to your department is responsible for obtaining the required procurement, assisted by department clerical staff, as directed by the Principal or Director.
 8. **Are textbooks and curriculum materials considered educational supplies? When do I need to use the Approved Bid Vendors?** Yes, unless they are available from a single source.
 9. **For what items must bid vendors be used?** Educational and administrative supplies, including classroom materials, art supplies, athletic and physical education equipment and supplies, science supplies and equipment, student books, library books, textbooks (except when distributed by a single source), Think Math! Materials, educational technology, technology supplies, software, instructional equipment, furniture, office supplies, and medical and therapeutic supplies. In addition, there are bid vendors for pizza, food services and library service supplies and services, motor vehicles, and many other services.