



## Review of Purchasing and Contract Procedures



## Checklist for Purchasing and Contracts

- ✓ Obtain quotes, bids or RFP responses if necessary (handout **EXHIBIT A, Purchasing Table**)
  - ✓ Quotes
    - Submit electronic Requisition and forward a PDF with the quote documents to Purchasing Department
  - ✓ Bids
    - Prepare a Recommendation memo, contract coversheet, and contract agreement to Purchasing Department
  - ✓ RFPs
    - Prepare a Recommendation memo, contract coversheet, and contract agreement to Purchasing Department
- ✓ No purchases can be made until the BOE approves the bid, contract, or RFP AND there is a Purchase Requisition submitted and a Purchase Order approved.



## What is the Timeline/Approval Process for Purchasing?

### Lead Time

Contract: 4-6 weeks

Bid: 6-8 weeks

RFP: 12 weeks (allows 3 weeks for vendors to respond)

- ▶ Submit contract 4 - 6 weeks in advance to Purchasing Department (Tammy Smith)
- ▶ If RFP required, assume additional 6 weeks lead time
- ▶ Asst. Superintendent approval (3 weeks prior to BOE meeting)
- ▶ Attorney for the District (Legal review, 2 weeks prior to BOE meeting)
- ▶ Board Clerk submits to Board of Education (a week prior to BOE meeting)

3



## Are Quotes Required?

	Verbal Quotes		Written Quotes
Number of Quotes Required	0	3	3
<b>Purchase Contracts</b>			
Under \$1,000	NO		
\$1,000 - \$2,500		YES	
\$2,501 - \$20,000			YES
<b>Public Work Contracts</b>			
Under \$5,000	NO		
\$5,001 - \$10,000		YES	
\$10,001 - \$35,000			YES
<b>Professional Services</b>			
Under \$10,000	NO		
\$10,001 - \$20,000		YES	

**NOTE:** Verbal quotes need to be documented (vendor name, date, time, contact and amount)

4



## Bid or RFP Required?

	RFP or Bid Required
<b>Purchase Contracts</b>	
\$20,001 and over	<b>YES</b>
<b>Public Work Contracts</b>	
\$35,001 and over	<b>YES</b>
<b>Professional Services</b>	
\$20,001 and over	<b>YES</b>

*If RFP required, allow lead time of 12 weeks for contract approval (allows 3 weeks for vendor proposal period)*

5



## Exemptions From Competitive Pricing

- ▶ Items purchased from state contract do not require quotes.
  - Require supporting documentation (i.e., NYS contract number - have vendor provide pages to support their bid is active and covers what is being ordered).
- ▶ Purchases for items from sole source providers must provide supporting documentation.
  - Documentation clearly states the reasons which qualify the purchase to be made on a sole source basis. A vendor cannot simply declare sole source to eliminate competition.
- ▶ Purchases through BOCES

6



## Are Contracts Needed for Every Service?

Generally, the answer is YES.

*If services are under \$10,000 and have a low frequency of deliverables, consult with Tammy Smith in the Purchasing Department to determine if contract required.*

**However, a detailed quote/proposal may suffice in place of contract in certain instances.**

- ▶ Are services < \$10,000?
- ▶ Low frequency of deliverables? (1 or 2 times for the year)
- ▶ Fingerprint clearance required? (if more than 5 days of direct student contact)
- ▶ Even though a contract may not be required, sometimes it is in the District's best interest to have one to assure that a service is "locked-in."

7



## Contract Package

- ▶ Contract Cover Sheet and Measurable Results
  - ▶ The BOE carefully reviews measurable results and expects you to track them and report results if you wish to renew a service with the same vendor (year-to-year).
- ▶ Standard Contract Agreement
- ▶ Fingerprint clearance
- ▶ Certificate of Insurance Liability (provided by vendor if required)
- ▶ Supplemental information (i.e., appendix, budget detail, proposal, quote)

8

**CITY SCHOOL DISTRICT OF ALBANY**  
**Contracts Reimbursed Form**

Agency Name: \_\_\_\_\_  
Time Period Covered by the Contract: \_\_\_\_\_ through \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Funding Source(s) Circle (Trust, Partial Reimbursement, Unshared Funds, Other): \_\_\_\_\_  
Potentially Services to be Provided Through this Contract: \_\_\_\_\_  
\_\_\_\_\_  
If "Confirming Order", please explain the reason:  
\_\_\_\_\_

**Suballotted by:** \_\_\_\_\_ (date) \_\_\_\_\_ (date)  
**Reallocated by:** \_\_\_\_\_  
TODAY'S BUDGET, JUNE, REIMBURSEMENT IN ANTICIPATION  
FUNDING SOURCE-TRUST, JUNE, REIMBURSEMENT IN ANTICIPATION ☐ NO APPLICABLE

☐ Accepted ☐ Not Accepted  
Comments: \_\_\_\_\_  
\_\_\_\_\_

**WEEKEND R. BUDGET, REIMBURSEMENT IN ANTICIPATION FOR SERVICES AVAILABLE** ☐ NO APPLICABLE

☐ Accepted ☐ Not Accepted  
Comments: \_\_\_\_\_  
\_\_\_\_\_

**JANUARY R. BUDGET, REIMBURSEMENT IN ANTICIPATION FOR THE BUDGET**

☐ Accepted ☐ Not Accepted  
Comments: \_\_\_\_\_  
\_\_\_\_\_

☐ Submit for Board Approval  
☐ Additional Information Required. \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\*Confirming Order indicates that the services are already underway.

[illegible]

**Examples:**

- ▶ Q1 attendance rate of program participants will be at least 2% higher compared to non-participants.
- ▶ Q1 grades in core Math classes will be at least 3 points higher among program participants compared to similar students who did not participate.
- ▶ Overall reduction of student suspension by 10%.
- ▶ Increase parental involvement in all school programs by 10%.
- ▶ Maintain student attendance at 95%.
- ▶ Increase student proficiency in grades 6-8 on the NYS ELA and Math assessments.