

Bidding Procedures

All contractual services and purchases of supplies, materials and equipment in the amount of \$5,000 or more shall be put to bid. This shall not apply, however, to professional services or instructional materials. Other purchases may be made in the open market but shall, when possible, be based on competitive quotations or prices.

All contracts and all open market orders shall be awarded to the lowest responsible qualified supplier, taking into consideration the quality of materials (services) desired, their contribution to program goals, whether the vendor or entrepreneur conducts business or resides within the legal boundaries of the District, and the experience and past performance of the bidder.

Procurements shall be awarded by formal competitive solicitations as follows:

Competitive Proposals: Defined as instances when the products, services or projects are of a complex nature or when the expertise of the marketplace is required. Only the identities of those who have responded will be read at proposal openings. Award is made to the responsible offer or the proposal determined to be the most advantageous to the district, taking into consideration price and other evaluation factors set forth in the request for proposal.

Negotiations: Competitive or noncompetitive negotiations may be used in place of competitive proposals or may be used as part of any proposal process when it is determined by the director of the department making the purchase that it is in the best interest of the district.

Bid/Proposal/Quotation Award Authorization:

1. Less than \$5,000: considered a small dollar purchase that may be awarded by the director of the department making the purchase. A competitive process is not required; however, a negotiated price via a telephone, e-mail or facsimile quote may be utilized as deemed appropriate.
2. \$5,000 up to \$50,000: informal proposal, facsimile proposal, e-mail proposal or electronic proposal. Negotiations can be utilized for any one of these proposals. Award must be approved by the manager of the department making the purchase.
3. Greater than \$50,000: formal competitive proposal. Proposals will be reviewed by finance director and superintendent, with a recommendation forwarded to the board of education for final approval.

The bidder to whom an award is made shall be required to submit to the district proof of liability insurance and when appropriate, proof of workers' compensation insurance, and may be required to enter into a written contract with the district. . Any written contract shall include a provision requiring a criminal background check for any person providing direct services to students under the contract, including but not limited to transportation, instruction or food services as required by law. The contracting entity shall be responsible for any costs associated with the background check.

No requirement shall be divided for the purpose of circumventing this policy.

Adopted August 15, 1983

Revised April 16, 1984

Revised September 21, 1987

Revised to conform with practice: date of manual adoption

Revised September 23, 1999

Revised February 13, 2012

LEGAL REFS.: C.R.S. 22-32-109 (1)(b)(*board required to adopt bidding procedures*)
C.R.S. 22-32-122 (*background check provision required in service contracts*)
C.R.S. 24-18-201 (*public official's interest in contract*)

CROSS REFS.: BCB, School Board Member Conflict of Interest

NOTE: Criminal background checks provided pursuant to this policy shall, at a minimum, meet the requirements of C.R.S. 22-32-109.7 and may include any other requirements of the district. Under section 109.7, CDE is required to advise districts only as to whether a prospective employee has been convicted of a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Districts may wish to require service contractors to report all convictions for any person working directly with students.

Elizabeth School District C-1, Elizabeth, Colorado