



From: Kristine Johnston, Director of Purchasing

Re: Requirements for Competitive Quotes and Bids

Thresholds are based on 12-month aggregate purchases in a bid category.

\$1 -- \$4,999.99	<p>No quotation needed if this is a one time purchase. A quotation process should be completed if knowledge of additional purchases will be made within the same school year that would exceed \$5,000 for that commodity or service.</p> <p>(Local policy/procedure)</p>
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<p>Written Quotations</p> <p>\$5,000 -- \$24,999.99</p>	<p>Quotation form to be completed. Quotation documentation requires written solicitation of at least three vendors. Quotation form and the printed quotes are to be forwarded to the Finance Office to support the purchase order.</p> <p>Quotation number should be identified on the purchase order(s).</p> <p>(Local policy/procedure)</p>
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<p>Competitive Bid Process</p>	<p>Competitive bids and proposals are received on the following types of purchases:</p> <ul style="list-style-type: none"> • bids for line item or "one-time" purchases • annual contracts for products and services • annual contracts for discount from catalog/price lists <p>This process requires approval from Matt Morgan or Kristine Johnston and is only processed through the Purchasing Department.</p> <p>(Statute and local policy)</p>
<p>\$25,000 -- \$49,999.99 (Informal Bids)</p>	<p>An informal bid (IB) process is required when any purchase sum or aggregate purchase of a commodity falls between \$25,000 and \$49,999.99. Specifications are prepared, mailed to known vendors and posted on the District purchasing webpage. Responses are received and award can be made immediately following the date of closing and evaluation.</p> <p>The IB number should be identified on the purchase order(s).</p>
<p>\$50,000 and over (Formal Bids)</p>	<p>Formal competitive bids/proposals are required when any purchase sum or aggregate purchase of a commodity meets or exceeds \$50,000. This process is similar to the one described above but requires newspaper advertisement and school board approval of bid award recommendation.</p> <p>Bid number should be identified on the purchase order(s).</p>