

BLOOMFIELD PUBLIC SCHOOLS
Bloomfield, Connecticut

ADMINISTRATIVE REGULATION

No. 3323(a)

**RE: Purchasing – Soliciting Prices
 Business**

Adopted: 6/1/2021

Purchasing procedures

The procurement function is one of the major business responsibilities of the board of education.

The duties of purchasing for board of education approval shall be centralized under the superintendent/designee.

Superintendent/designee shall coordinate all purchase transactions for the school system.

The superintendent/designee shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with board of education policies.

Four fundamental functions of the purchasing department are as follows:

1. Buy the proper product for the purpose required.
2. Have the product available when needed.
3. Buy the proper amount of the product.
4. Pay the proper price

Every transaction between a buyer and seller involving the transfer of property shall be by purchase order.

Purchase orders and other purchase obligations shall be approved by the originator and superintendent/designee.

BLOOMFIELD PUBLIC SCHOOLS
Bloomfield, Connecticut

ADMINISTRATIVE REGULATION

No. 3323(b)

Specifications governing materials to be purchased are a joint responsibility of the Board of Education and superintendent/designee. In the procurement of the required materials, the superintendent/designee shall ensure that all materials procured will meet the needs of the education program.

Federal Procurement Standards

Federal procurement standard regulations 2 CFR 200.317 through 200.326, procurement standards shall be followed when the procurement process involves purchases paid with federal funds.

The purpose of these guidelines are to ensure compliance with general purchasing rules and regulations to comply with the office of management and budget (OMB) uniform administrative requirements, cost principles and audit requirements for federal awards – 2-CFR 200.

The goal of the uniform guidance procurement standards is to increase competition among vendors and improve transparency when procuring services and purchasing goods. The standards must include the following components:

1. Having a written policy and procedures in place for all procurements.
2. The district must ensure the cost is necessary and provide a rationale for all purchases.
3. Open competition must be used to allow vendors an opportunity to provide the goods or services required.
4. Code of conduct must be implemented covering internal and external conflicts of interest.
5. Unnecessary purchases or duplicative purchases will not be allowed.
6. Cost, price analysis and vendor awards must be documented and records must be maintained.