

Title: Procurement Standards

Control Information

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Revision	Date	Revision Description	Originator
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PROCUREMENT STANDARDS

For spending grant funds.

Purpose of Procurement Standards

These standards are designed to ensure that these materials and services are obtained in an effective manner and in compliance with the provisions of applicable Federal statutes and executive orders.

Codes of Conduct

1. The Bethany Charter School Board holds final authorization over spending of grant funds. The BCS Board may authorize a committee to research and propose purchase items or use of funds. Both the BCS Board and any committee the board authorizes must keep accurate minutes of any meetings including attendance at meetings, motions, and voting results. All motions involving the spending of more than \$1,000.00 must be heard by a quorum of at least 3 to be considered official. The BCS Board may delegate the spending of funds less than \$1,000.00 to a single person but such delegation must be considered by at least 3 BCS Board Members.
2. Any Bethany Charter School Board member, officer or key employee who has an interest in a contract or other transaction presented to the BCS Board or a committee thereof for authorization, approval or ratification shall make a prompt and full disclosure of their interest to the BCS Board or committee prior to its acting on such contract or transaction. Such disclosure shall include any relevant and material facts known to such

person about the contract or transaction that might reasonably be construed to be adverse to the interest of Bethany Charter School. No BCS Board member or director shall cast a vote on any matter which has a direct bearing on services to be provided by that member, director, or any organization which such member or director represents or which such member or director has an ownership interest or is otherwise interested or affiliated, which would directly or indirectly financially benefit such member or director. All such services will be fully disclosed or known to the BCS members present at the meeting at which such contract shall be authorized.

3. A complete set of minutes containing all the motions to spend grant funds must be kept on file with the appropriate grant in the Bethany Charter School office.

4. All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition.

Procurement Procedures

1. Avoid purchasing unnecessary items.

2. Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement.

3. Solicitations for goods and services shall provide for all of the following:

a. A clear and accurate description of the technical requirements for the material, product, or service to be procured. In competitive procurements, a description shall not contain features which unduly restrict competition.

b. Factors that Bethany Charter School will use in evaluating bids or proposals.

c. Specific features of brand names or equal descriptions that bidders are required to meet.

d. Have preference for products and services that conserve natural resources and protect the environment, and are energy efficient.

4. Show positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible.

5. All pre-award or pre-purchase documentation shall be kept on file with the appropriate grant in the Bethany Charter School office.

6. Procurement records shall be kept for all purchases and contract awards and such records shall be kept on file with the appropriate grant in the Bethany Charter School office.

7. All contracts in excess of \$25,000.00 must contain:

a. Contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for remedial actions as may be appropriate.

b. Provisions for termination by Bethany Charter School including the manner by which termination shall be effected and the basis for settlement.

c. Requirements relating to bid guarantees, performance bonds, and payment bonds.

8. All contracts in excess of \$100,000.00 must follow the guidelines for minimum requirements as recommended by the state.

Procurement Records

Procurement records and files must be kept on file with the appropriate grant in the Bethany Charter School office and should include:

1. Basis for selection.
2. Justification for the lack of competition when competitive bids or offers are not obtained.
3. List of all places that were solicited for price or bid as well as all submitted prices or bids.