REDLINE

5.2 – 7.0 PROCUREMENT

General Fund Monies

To ensure fair and open competition in the purchase of needed equipment and supplies, the district shall seek quotes or proposals in the following manner:

Quotes/Requests for Proposals:

- *Under $5,000:* Informal oral or written quotes encouraged.
- $5,000 to $24,999: Written quote required.
- *$25,000 to $49,999:* Requires written quotes from at least three qualified vendors, unless fewer quotes are received after documented good-faith solicitation efforts or the purchase qualifies as a sole-source procurement.
- *$50,000 and above:* Requires formal sealed bids or RFQs submitted to and approved by the board.

Prior to the issuance of any purchase order or formal commitment of funds, the district's Encumbrance Clerk must verify that sufficient funds are available in the appropriate account and formally encumber those funds in accordance with 70 O.S. § 5-135.

A summary of quotes and/or proposals will be attached to purchase orders.

Service and Open-Ended Contracts

For services billed on an hourly, per-unit, or time-and-materials basis, quotes and contracts must establish a mandatory "Do Not Exceed" (DNE) threshold. Work must immediately pause once the DNE cap is reached and may not resume until additional funding and a supplemental purchase order are approved.

Bids

Public Construction Contracts between $50,000 and $100,000 shall be let and awarded to the lowest responsible bidder by receipt of written bids. Public Construction Contracts under $50,000 but over ~~$10,000~~ $25,000 may be awarded on the basis of written quotes. Contracts for less than ~~$10,000~~ $25,000 ~~(or less than $25,000 for minor maintenance and repair)~~ may be negotiated directly with a qualified contractor. The lowest responsible bidder will be selected in accordance with state law.

New buses shall be purchased from the list maintained by the State Board of Education by sealed bid at a price not greater than the price filed with the State Board of Education in accordance with the provisions of OKLA. STAT. tit. 70, § 9-109.

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Standard Exemptions from Bidding

Certain non-construction categories are exempt from competitive bidding requirements:

- Instructional Materials: Textbooks, digital curriculum, and specialized educational software.
- Vehicles & School Buses: Typically acquired via state contract pricing or specialized state programs.
- Cafeteria & Food Services: Governed by federal USDA / Child Nutrition Program procurement guidelines.
- Sole Source Goods/Services: Items are available exclusively from a single vendor. A written justification from either the vendor or requester must outline why the item is only sourced from this vendor.
- Declared Emergencies: Unforeseen conditions threatening student safety or critical facility operations, as authorized by the superintendent.
- Declared Emergencies (Public Construction): Bypassing the Public Competitive Bidding Act for a public construction emergency requires a two-thirds (2/3) majority vote of the Board of Education to officially declare the emergency and enter it into the minutes, pursuant to 61 O.S. § 130.

Federal Funds

All purchases with federal funds will be made in accordance with the specific requirements associated with those funds and the Federal Uniform Guidance (2 CFR § 200).

Micro-Purchases: Federal purchases up to the current micro-purchase threshold (typically $10,000) may be awarded without soliciting competitive price or rate quotations if the price is considered reasonable.

Debarment and Suspension: For any purchase made with federal funds exceeding $25,000, the district must verify through SAM.gov that the vendor is not suspended, debarred, or otherwise excluded from receiving federal funds.

Buy American: Purchases made for the Child Nutrition Program must adhere to the USDA's "Buy American" provision, prioritizing domestically grown and processed foods to the maximum extent practicable.

Ethics and Conflict of Interest:

District officers, employees, and agents involved in the selection, award, or administration of contracts shall not solicit or accept, for personal benefit, gratuities, favors, kickbacks, or other items of monetary value from contractors, prospective contractors, subcontractors, or parties to subagreements. This prohibition does not preclude the District from soliciting or accepting lawful donations, sponsorships, or contributions for the benefit of the District or its programs,

provided such contributions are not a condition of, consideration for, or otherwise connected to the award or administration of a contract.

REFERENCE: 61 O.S. §102, §103, §107, §131, 62 O.S. §430.1, 70 O.S. §5-123, §9-109
ADOPTED: October 11, 2021
REVISED: October 10, 2022, October 16, 2024, September 14, 2026, October 12, 2026