



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

PROCUREMENT PROCEDURE MANUAL

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INTRODUCTION

MISSION

The mission of the Procurement Department is to facilitate the strategic acquisition of goods and services for ISD 622 while upholding the highest legal and ethical standards of responsible business and procurement practices with the well-being of students a basic principle in all decision-making and actions.

ABOUT THIS MANUAL

The Procurement Department is responsible for procuring supplies, equipment, and services necessary to provide a quality instructional program for students and staff. The purpose of this manual is to assist ISD 622 school employees in the proper purchasing practices and procedures for making purchases and provide a reference tool, as well as a training tool.

This manual has been developed so that all staff members are aware of the procedures that will allow them to:

- Purchase appropriate items.
- Promote efficiency and savings through proper purchasing at the most cost effective price.
- Assure compliance with District, State, and Federal procurement statutes, regulations and policies.

PURPOSE AND FUNCTION OF THE PROCUREMENT DEPARTMENT

Under the direction of the School Board, the District operates a centralized purchasing system administered by the Procurement Department. Centralization places responsibility for the performance of the purchasing function within a single department and, except in certain predetermined situations, places the authority committing the District to purchasing exclusively with the Procurement Department.

Centralization of the purchasing function results in utilizing professional procedures that account for multiple volume purchases and lower costs through standardization, minimizes duplication of effort, eliminates haphazard purchasing practices, reduces and centralizes the record keeping functions and assures legal compliance.

The centralized purchasing system includes:

- The purchase of supplies, equipment, and services.
- The development of bid/quote specifications, receipt of bids, and maintenance of contracts as necessary to perform this function.
- The sale or disposal of obsolete and/or surplus property.
- P-card Administration.

The Procurement Department exists solely to serve the schools and departments of the District. In addition, the Procurement Department keeps up-to-date information on products, services, and vendors available to the District, as well as being knowledgeable about the various laws and regulations that govern purchasing by a governmental agency.

OBJECTIVES OF THE PROCUREMENT DEPARTMENT

The fundamental objectives of the Procurement Department are to:

- Assure “cost effectiveness” in order to obtain the best products or services for the dollar.
- Provide high quality service. The Procurement Department continually researches new products and vendor sources, as well as striving to provide a quick response time to purchasing and delivery requests.
- Ensure that the appropriate competitive process is followed to assure a competitive environment.
- Ensure that all purchases adhere to applicable state and federal requirements and guidelines.

The Procurement Department is here to assist ISD 622 staff. Please allow them to use their purchasing expertise on your behalf for all your supply and service needs.

ETHICS AND CONDUCT

All District employees should practice exemplary ethical behavior. Everyone should maintain complete independence and impartiality in dealings with vendors, both in fact and in appearance, in order to preserve the integrity of the competitive process and to ensure there is a public confidence that contracts are awarded equitably, economically and in full compliance with the law.

In order to avoid the possibility of any misunderstanding regarding compliance with the law and regarding any appearance of impropriety relative to the competitive process for awarding contracts, it is respectfully requested that District personnel do not accept anything of value offered from vendors.

Solicitation or Acceptance of Gifts

No employee of ISD 622 shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor or service based upon any understanding that official action or judgement of the public employee would be influenced thereby.

Family Members

No employee of ISD 622 shall purchase, either directly or indirectly, goods and/or services for his own agency from any business entity of which he or his spouse or relative has a material interest.

Unauthorized Compensation

No employee of ISD 622 shall, at any time, accept any compensation, payment or thing of value when such employee knows, or with the exercise of reasonable care, should know that it was

given to influence a vote or other action in which the employee was expected to participate in his/her official capacity.

METHODS OF PROCUREMENT

Methods available to District staff to purchase goods and services generally fall into four categories:

Purchase of Goods and Services: To procure goods or outside services not provided by staff, the site or department should submit and approve a Skyward purchase requisition. The Procurement Department reviews the requisition, approves, and submits the final Purchase Order (PO) to the vendor.

P-Card Purchases: The use of a District Credit Card to make purchases.

Amazon Purchases: Sites or departments enter Amazon orders online which are reviewed and submitted by the Procurement Department.

Direct Purchases: In very limited circumstances staff may need to make purchases directly. Reimbursement for direct purchases is completed through Accounts Payable.

Detailed procedures for each of these options are outlined in the next section of this manual.

DISTRICT PROCEDURES REGARDING PURCHASING

The School Board has the ultimate authority and approval over what the District purchases. All procedures are developed and written to provide detailed practical guidance to support the responsibilities and goals of the School Board policy.

The School Board policy that relates to procurement can be found on the District's website at <http://www.isd622.org>. The following is a summary of the District's procurement policy and procedures.

1. Purchasing Authority: The Procurement Department has been given the authority by the School Board to:
 - Initiate and conduct negotiations concerning the purchase of materials, equipment, supplies and services for the District.
 - Obligate the District for goods and services fully requisitioned and approved.
 - Unauthorized orders or commitments made by staff neither obligate nor bind the District. Individuals representing the District without approved purchasing authority cannot obligate the District to any legal commitment.
 - Individuals who place unauthorized orders and circumvent the Procurement Department procedures may be held personally responsible for settlement of unauthorized purchases.

2. **Personal Purchases:** The Procurement Department is not authorized and will not arrange personal purchases for staff. The use of the District's name, Tax ID number, or any other means which infers District authorization to obtain a reduced price for any product or service being purchased for private use is expressly prohibited.
3. **Quality of Goods:** In order to provide assurance of product safety, the Procurement Department may question the quality, quantity, and type of material requisitioned and may suggest alternate items.
4. **Selection of Vendors:** With the exception of curriculum adoptions, the selection of sources and vendors is at the discretion of the Procurement Department. Other sources may be suggested by other departments and will be considered whenever economically feasible or expedient to do so. The Procurement Department will solicit minority businesses, women's business enterprises and labor surplus area firms when available (CFR 200.321).
5. **Advance Payments:** Generally, payment to a vendor is made when goods have been received or services performed. Advance payments are not allowed except for certain expenditures such as conference registrations. The proper level of management approval must be obtained before the District is obligated in any way.
6. **Funding Source/Budget Approval:** Principals, Administrators, or other Managers should only approve purchase requisitions for the procurement of goods or services with express personal knowledge of adequate funds available to his/her budget. If approvals are made and it is subsequently discovered that funds are not available from the indicated line item budget, it will be the responsibility of the approving manager to reallocate funds from another budget line item under their responsibility or adjust the purchase requisition amount in order to provide for payment of the goods or services.
7. **Reimbursement of Expenditures:** The District is under no obligation to reimburse employees for expenditures made by employees from their personal funds for District expenditures. The only document that legally commits the District to pay for a purchase is a properly approved Purchase Order issued by the Procurement Department.
8. **Commitment, Contract or Lease:** No District staff member may sign a commitment or contract for goods, services, or property. According to MN State Statute 123B.52, only the School Board, Superintendent, or Director of Business Services may sign any commitment or contract for the District. All real property agreements must be school board approved.

Questions concerning these procedures should be directed to the Procurement Coordinator.

WHO IS RESPONSIBLE?

The following outlines the roles and responsibilities assigned to those involved in the District purchasing process.

Employee	Identifies the need and obtains approval of the responsible site and/or program manager(s), to initiate the purchasing process for goods or services.
Site/Department	Determines if funds are available. Enters a requisition in the purchasing system.
Principal, Administrator, or Manager	Approves purchase requisitions for their building, site or department. Submits purchase requisition to the Procurement Department for review.
Procurement Department	Holds authority to approve purchase orders for goods or services. Verifies the responsible program has adequate funds to complete purchases. Reviews requisitions, prints purchase orders and issues to vendor. Disposes of surplus or obsolete materials through Public Surplus Auction. Collects payments for items sold on auction. Establishes procurement standards and specifications. Prepares quotes, proposals, and bids according to the requirements of MN Statute 471.345. Determines legality of all purchases. Acts as a clearinghouse for vendors and vendor negotiations.
Site/Department Receiving Personal	Receives goods and verifies accuracy of delivery according to records in Skyward. Delivers goods received to appropriate employee.
Accounting Department	Verifies correct usage of budget codes to assure compliance with state regulations. Verifies the responsible program has adequate funds to complete purchases. Pays the vendor after the materials, equipment, or services are received and an invoice has been submitted by the vendor.
Director of Business Services	Establishes, by direction of the School Board and Superintendent, District procurement procedures to ensure that requests for purchases receive the proper review and follows School Board policy. Presents bid results and recommendations for approval of bids to the School Board.
School Board	Establishes procurement policies to ensure goods and services are purchased in a prompt, cost effective, and legal manner.

PROCUREMENT INFORMATION

PURCHASE ORDERS

Purchase Orders are legal documents that obligate the District to pay for items that are being ordered. A Purchase Order is the District's promise to pay, once an item is delivered and accepted by the District. Conversely, without a properly approved and issued Purchase Order, the District is under no obligation to pay for goods or services received, even if the goods or services were procured by a District staff member. Furthermore, changes to an issued purchase order without written approval shall void the purchase order and shall subject District employee to the same penalties for unauthorized purchases.

Planning is the key to achieving the goals in Purchasing. You will note various time frames for different types of purchases. Please allow sufficient time to begin the process and receive your material when it is needed. Please be sure to correctly ascertain your needs by checking present stock prior to placing any orders.

Any ISD 622 employee who orders and receives goods and/or services without going through the proper purchase order process has made an unauthorized purchase and may be held responsible for payment of the order. The District is in no way obligated for goods or services obtained outside of adherence to the Procurement Policies and Procedures. Unauthorized purchases are a violation of State Law and District Policy.

No purchase or obligation to buy shall be made by the District without first securing a signed and approved Purchase Order, except for the following instances:

- Utilities
- Authorized P-Card purchases
- Reimbursement of pre-approved travel expenses.

PROCEDURES FOR PURCHASES USING FEDERAL FUNDS

Federal programs are those programs such as Title, Special Education, 21st Century, McKinney-Vento, Perkins, Summer Migrant, National School Lunch Program and other Fund 2 Federal Grants that are separately funded by the Federal Government. Purchases using federal dollars must meet the specific requirements of the program and are often subject to additional procedures and guidelines.

- All purchases made from these funds must have prior approval by the program manager/grant administrator. The end user must complete the Procurement Requisition Form. The document must be completed, and include vendor name, item description, estimated costs, and a detailed rationale justifying the request for purchase.
- For intended purchases estimated to exceed \$10,000 in value, the requisitioner must solicit a minimum of two quotations for the items to be purchased. The quotations

must be attached to the Procurement Requisition Form and submitted to the Program Administrator for approval. The Program Administrator may submit the required approved documents to the Procurement Department to solicit quotes as an alternative.

- Program Administrator reviews and approves the Procurement Requisition Form. At this time, a requisition will be entered in Skyward for review, approval and ordering. The Procurement Requisition Form and all quotations obtained must be scanned and attached to the requisition in Skyward. (See: Form PM 105)
- Requisitions issued without the required supporting documentation will be denied and will not be issued until the required documentation is provided.
- If the recommendation made is to purchase from a vendor other than the vendor submitting the lowest price, the requisition must include a statement detailing the steps taken to justify the decision, as described in the “Lowest Responsible Vendor” portion of this procedure.
- All purchases with these funds must include a note in the requisition, check request or p-card transaction stating why the items are necessary and reasonable for the performance of the Federal award. If the purchase is being made with a P-card it must have prior documented communication of allowable expenditures. The program manager/grant administrator has ultimate accountability to oversee all expenditures and make sure they meet the program/grant requirements.

All federal grants are required to have a program plan and a budget that supports the activities outlined in the plan. Expenditures must support all program requirements of the federal grant. The allowability of costs must be in accordance with Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards as found in the electronic code of federal regulations, Title II, Subtitle A, Chapter 2, Part 200.320 and in Minnesota Statute 471.345.

Some of the factors in determining the allowability of cost will include the following:

Allowability

- Must be necessary and reasonable for the performance of the Federal award
- Conform to any limitations or exclusions set forth in the award
- Be consistent with District policies and procedures
- Be adequately documented and readily available for auditing purposes
- Supplement vs supplant
 - Services provided with Federal funds must be used to supplement (increase the level of service), and not supplant (replace), services that would otherwise be provided to participating students with State and local funds if Federal funds were not available. Federal funds cannot be used to provide services that the District/school is required to make available under other Federal law, State law, Department of Education rule, or local policy. State and local funds may not be decreased or diverted for other uses merely because of the availability of Federal funds.

Reasonable

- Questions to consider in determining if expenditure is reasonable
 - Do I really need this?
 - Is the expense targeted to valid programmatic/administrative need?
 - Is this the minimum amount I need to spend to meet my need?
 - Do I have the capacity to use what I am purchasing?
 - Did I pay a fair rate?
 - If I were asked to defend this purchase by District staff or local media, would I be able to?

Allocable

- Items purchased must be used specifically for the federal program
- If it benefits more than the federal award, the cost must be split between federal and non-federal budgets

Allowability of selected items

- To find the full listing of federal selected items of cost please reference Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards. Items not included in this list does not mean that the item is allowed or not allowed, it is just a sampling of possible costs.
 - Alcohol is never allowable
 - Conferences are generally allowable, please be aware of federal reimbursement limitation on rates
 - Documentation that participation of the individual in the conference is necessary for the grant must be kept. This could include but is not limited to a conference agenda.
 - Contributions and Donations including cash, property and services to other entities from ISD 622 Public Schools are not allowable
 - Restrictions on food (not related to family involvement)
 - Is a working lunch necessary?
 - Never breakfast or dinner.
 - Is the portion of the agenda to be carried out during lunch substantive and integral to the overall purpose of the conference or meeting?
 - Not networking
 - Is there a genuine time constraint that requires a working lunch?
 - If a working lunch is necessary, is the cost of the working lunch reasonable?
 - Have you carefully documented that a working lunch is both reasonable and necessary?
 - Some specific grants never allow food, be sure prior approval is obtained before purchasing food. Reimbursement may be denied.
 - Goods or services for personal use of ISD 622 employees are never allowable.

- Material and supply costs that are necessary to carry out the Federal award are allowable.
 - Purchased materials and supplies must be charged at their actual prices, net of applicable credits.
- Memberships, subscriptions and professional activity costs are allowable if they are necessary to carry out the award.
 - Memberships to any country club or social events are unallowable.

RECORDS RETENTION

The Procurement Requisition Form and quotations solicited must be scanned and attached to the purchase requisition in the Skyward system.

Requisitions submitted are reviewed and approved by the Program Director. By approving these requisitions, the Program Director signifies that due diligence has been conducted to ensure:

- 1) The items to be purchased are not available for use elsewhere in the District.
- 2) The intended purchase is necessary to address a specific need.
- 3) The rationale to purchase has been reviewed, and deemed an acceptable purchase.

By approving the requisitions and generating a purchase order, the Procurement Coordinator signifies that due diligence has been conducted to ensure:

- 1) The quote or bid process has been followed as required by state and federal statute.
- 2) The appropriate process was selected, and conducted in a manner most appropriate for the service or goods to be procured.
- 3) The process yielded competitive pricing from qualified vendors.
- 4) The item or service to be purchased provides the best value to the District for the money spent.

All documentation is attached in Skyward to the purchase order. Purchase orders, payments, and all attached documents are archived in Skyward for a minimum period of six years.

(See: Form PM 101, PM 102, PM 103 and PM 104)

CONFLICT OF INTEREST

Procurement of goods and services made with federal funds must observe guidelines regarding conflicts of interest for District employees who are authorized to make procurement decisions on behalf of the school district when utilizing district funds to do so. These individuals may include but not be limited to, Assistant Directors, Program Directors or Executive Directors of Special Education, Teaching and Learning, Child Nutrition, Business Services and Procurement.

An individual who is authorized to take part in any manner in making procurement decisions must not have a personal interest in any way with the vendor from whom intended purchase will be made.

The authorized individual may not have a financial interest, whether personally or by relationship to another individual who is an officer or owner of the business from whom the intended purchase will be made.

Any such conflict of interest, whether personal or financial, must be declared by the individual prior to committing to the purchase of goods or services. In the event a vendor provides a service or good that is unique and cannot be duplicated from another source, or is the lowest priced item available, then the authorized purchaser for whom a conflict of interest is apparent must excuse themselves from the procurement process with that vendor. In the best interest of the District, another authorized purchaser may take charge of evaluating the intended purchase and making a determination whether to purchase the good or service if it is in the best interest of the School District to do so.

Individuals who appear to violate this conflict of interest administrative procedure will be referred to the appropriate district officials for an investigation of the situation, and, if found to be in violation of this procedure, will be subject to disciplinary action by the District.

(See: PM 106)

PURCHASES USING NON FEDERAL GRANTS AND AWARDS

Non-Federal grants and awards such as Staff Development, Compensatory, etc. are separately funded by other Grantors. Purchases from these funds must meet the specific requirements of the program and are often subject to additional procedures and guidelines by the granting agency. The program manager/grant administrator has ultimate accountability to oversee all expenditures and make sure they meet the program/grant requirements.

PROCUREMENT PROCEDURES

PURCHASE OF GOODS AND SERVICES PROCEDURE

Under no circumstances should items be received or should work commence without an approved Purchase Order. Requisitions entered for items or services after they have already been purchased or received risk denial. Staff would then be personally responsible for paying for the items.

Ordering Procedures for Purchase of Goods or Services by Purchase Requisition

- Determine the item or service to be ordered.
- Identify account code to be charged and verify that funds are available.
- Create a Skyward purchase requisition.
- Attach creator notes and quotes or any other pertinent correspondence in addition to any supporting documentation such as required for Federal account codes.
- Submit requisition in Skyward for review/approval
- The Procurement Department and other authorizing personnel review the requisition, approve, and submit the Purchase Order to the vendor. The Procurement Coordinator will review the vendor, all items, and quantities on the purchase requisition with the principal, administrator or other manager prior to final requisition approval if requested.

OR

- Determine the item or service to be ordered.
- Identify the account code to be charged.
- Contact the Procurement Department with your request.
- Indicate an accurate description and specification for every item listed including brand name(s), model or catalog number(s), color, size, etc. If specifications are not clear, or incomplete, a request for clarification will be made.
- If the items ordered must be exact and cannot be substituted, type “NO SUBSTITUTE”. The Procurement Department will determine whether an item may be specified as “No Substitute”. Note: When competitive quotes or bids are required, a “No Substitute” classification will most often not be allowed unless the item or vendor is determined to be a unique product or single source.
- List suggested sources of supply. Provide any correspondence for specialty items, and/or vendor contact information whenever possible.
- The Procurement Department will research the request and provide options on what and where to buy the requested goods or services. After receipt of information, if the decision is made to purchase the item(s), a purchase requisition must be created in Skyward and submitted for approval.

To procure services or items from vendors that are not included in Skyward, District staff should submit a “New Vendor Request” through Skyward.

PROCUREMENT PROCEDURES

- The Procurement Department reviews purchase requisitions for accuracy and verifies vendor and pricing information prior to approving the requisition.
- If the purchase requisition is for technology goods or services, the purchase requisition will be sent to the Technology Department for approval. (See: PM 110)
- For purchases estimated to be more than \$25,000, but less than \$175,000, the information must be submitted to the Procurement Department who will request and obtain written quotations or sealed bids. Written quotations or bids must be obtained from at least two qualified vendors.
- Requisitions using categorical funds greater than \$10,000 must be submitted to the Purchasing Department with a minimum of two (2) quotes.
- For purchases estimated to be more than \$10,000, but less than \$25,000, the end user may solicit quotes and attach to the requisition in Skyward. The Procurement Department may, at its discretion, request additional quotations, or re-issue requests for quotation, if it is deemed in the best interest of the School District to do so.
- Existing law and regulation requires a strict bidding process to be followed when purchasing materials or services when the estimated value will exceed \$175,000 per MN State Statute 471.345. All formal bids will be administered through the Procurement Department.
- Bid Exemptions:
 - Professional services (e.g. financial, legal, architectural services, etc.)
 - Purchasing through State Contract Cooperative/Joint Power Purchasing The Joint Powers Act (M.S.471.59) authorizes two or more governmental units to exercise jointly or cooperatively powers which they possess in common.
 - textbooks and copyrighted materials
 - Travel and conference expense
 - Legal Notices
 - Utilities
- All Purchase Orders over \$175,000 must be approved by the School Board. **Splitting requisitions in any manner so as to avoid School Board approval is not allowed.**
- **The Procurement Department will ensure that all solicitations will incorporate clear and accurate description of technical requirements for material, product or service. The solicitation will identify all requirements in which proposers must fulfill to be considered and how proposals or bids will be evaluated.**
- Once approved, the Purchase Order is forwarded to the vendor by the method that will assure that the ordered goods or services are delivered when needed.
- The use of a Purchase Order or P-Card is required for all services and materials. The District is **not** obligated to pay for anything that has been ordered without a Purchase Order or by use of a P-Card.

Emergency Contracts

An actual emergency must exist that cannot be remedied through the normal procurement process. An emergency is a situation affecting the health and/or safety of occupants of school property that requires the immediate delivery of articles or performance of service to alleviate

the emergency. An “emergency” is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience.

State Contracts/Joint Power Contracts

The Procurement Department continually searches for and evaluates contracts available and in place by other intergovernmental entities with whom the District has joint powers authority. When contracts are available, and pricing is advantageous to the District, purchasing will utilize those contracts in effort to take advantage of the greater buying power available by sharing resources with other intergovernmental entities.

Targeted Group/Economically Disadvantaged/Veteran-Owned Small Business Procurement

The Procurement Department will maintain an active link to the State of Minnesota Targeted Group/Economically Disadvantaged/Veteran-Owned Small Business directory from the State of Minnesota website. This is a list of vendors who have registered with the state and are designated as disadvantaged vendors who have been awarded contracts with the state.

Individuals soliciting quotation in preparation for issuing a requisition for procurement must consult the TG\ED\VO vendor list and include such vendors in the quotation process if available for the commodity or service being requested. When quotations are submitted with the requisition for purchase, the Procurement Coordinator will review the quotes submitted and confirm that the TG\ED\VO vendor list was consulted, and disadvantaged businesses were included in the quote process if available.

Lowest Responsible Vendor

Contracts will be awarded to the lowest responsible vendor who submits a quotation or participates in the public bid process. The lowest responsible bidder will be determined by evaluating the quote or bid submitted. In addition to price, considerations include but are not limited to the factors listed below in determining the lowest responsible contractor:

- Contractor’s ability to perform and fulfill the terms and conditions set forth in the quote or bid
- Contractor integrity
- Compliance with public policy
- Past Performance with the District
- Contractor must have the financial and technical resources to fulfill the requirements set forth in the quote or bid

Procedures for MN State Statute 16C.285 – Responsible Contractor Requirements

1. Any construction contract over \$50,000 shall include as part of the quote/bid a “Responsible Contractor Affidavit to be signed and returned with quote/bid (copy of affidavit and statute attached).
2. All sub-contractors must be listed at the time that the quote/bid is submitted or it will be rejected.
3. The following verbiage is to be included on all quotes/bids for construction contracts over \$50,000:

Any prime contractor or subcontractor that does not meet the minimum criteria in Subdivision 3, or fails to verify that it meets those criteria, is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project. A false statement under oath verifying compliance with any of the minimum criteria shall render the prime contractor or subcontractor that makes the false statement ineligible to be awarded a construction contract on the project any may result in termination of a contract awarded to a prime contractor or subcontractor that submits a false statement. Prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to Subdivision 3, clause (7).

A prime contractor or subcontractor shall include in its verification of compliance under Subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project. This list is to be included with the quote/bid documents when submitted. (See: Form PM 107)

Single Source

On rare occasions, the District may have a need to obtain goods or series of a unique nature, for which competitive products or vendors may not exist. In those instances, the District shall solicit a noncompetitive proposal from the source identified as a single source. The following criteria must apply in order to qualify for soliciting a noncompetitive proposal:

- The item is available only from a single source
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
- The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity
- After solicitation of a number of sources, competition is determined inadequate

P-CARD PURCHASES

The District participates in a Purchase Card (P-Card) Program. The P-Card is a simplified and cost effective method of purchasing and remitting payment for approved expenditures. The P-Card can be used for purchases in person, by mail, telephone, or internet.

District staff members may request that their supervisor/administrator authorize the issuance to them of a District card for purchases which are most easily handled by payment with a credit card. The P-Card will only be issued to an employee when it is more convenient for the District to account for the type of purchases the employee is expected to make. Once the appropriate supervisor/administrator authorizes an employee's use of a credit card, the card will be requested by the Procurement Coordinator.

The P-Card is to be used in accordance with the procedures established within this manual as well as the P-Card Procedure Manual and District policies and procedures related to procurement. The P-Card is not primarily for the convenience of staff or to circumvent the

standard Purchase Order process. The Procurement Coordinator will determine when the P-Card is a better method of purchasing items versus using the standard Purchase Order process.

The employee will receive training and procedures before receiving their P-Card. Card usage will be audited and may be rescinded for misuse at any time. The cardholder is the only person authorized to use the card.

Below is the general information on the use of P-Cards. – for further detailed P-Card procedures please refer to the P-Card Manual.

- The P-Card may be used at any merchant that accepts MasterCard credit cards.
- The P-Card may not be used for personal purchases.
- Cardholders are responsible for the security of their card and any transactions made against the card. The P-Card is issued in the Cardholder's name and it will be assumed that any purchases made against the P-Card will have been made by the Cardholder.
- Use of the P-Card not in accordance with the guidelines established for this program will result in revocation of the card.
- Merchants will be paid within 48 hours of posting your transaction to the P-Card.

DIRECT PURCHASES AND EMPLOYEE REIMBURSEMENTS

The District maintains a Procurement Department to take care of all of the details of purchasing supplies and services for District students and staff. In order to maintain good internal controls, expenditures of the District are to be made through the Procurement Department. It is anticipated that most employees will never have to make purchases on the District's behalf from their personal funds. All but a very few expenditures should be made through the Procurement Department.

If it is absolutely necessary for an employee to make a purchase from their personal funds, for whatever reason, the District is not obligated to reimburse the employee. The only document that legally commits the District to pay for purchases is a properly approved Purchase Order issued by the Procurement Department or an executed contract by the School Board, Superintendent, or Director of Business Services. Therefore, an employee making a purchase from his/her own funds takes the risk that they may not be reimbursed for the purchase.

If an employee feels it is necessary to make a purchase for the District, and then be reimbursed, the following procedures apply:

- All purchases must be pre-approved by the employee's supervisor. The supervisor is responsible for assuring that adequate funds are available for the purchase.
- All expenditures must be supported by appropriate back-up. The receipt must show the vendor name, date of purchase and itemized pricing. Sales tax will not be reimbursed.
- The District reserves the right to not reimburse an employee for a District related expense, even if appropriate back-up is presented.

- Personal purchases of equipment, including technology, will not be reimbursed, unless approved by the employee's supervisor, and approved in writing by the Procurement Coordinator and by the Technology Director prior to the purchase.
- Approved direct purchase reimbursements will be made paid through Accounts Payable after submitting a "Request for Check" through Skyward with the appropriate backup scanned in as an attachment. Mileage Reimbursement Forms should be approved by employee's Supervisor and submitted to Accounts Payable.
- Gifts, gift cards, and flowers will not be reimbursed.

RECEIVING PROCEDURES

Items ordered with a Purchase Order will be delivered to the site or the District Warehouse from the vendor. The representative at each site receiving the merchandise (usually the Custodian or Office Coordinator) assumes the receiving responsibilities described below. However, the employee who ordered the merchandise is responsible for verifying and inspecting items received upon delivery from their site representative.

Mistakes do happen. There is no way to guarantee that every item shipped is the right item, and that it will arrive in good condition. Most errors and damages are caught at the time of receiving. Using the following guidelines will help catch errors early and minimize problems associated with those inadvertent errors.

- Use PO Receiving in Skyward to record items and quantities received.
- Verify Delivery Site: Assure packages being delivered are addressed to the correct site. If item delivered is not intended for your site, do not accept it. If unintended delivery is accepted, the District may incur expenses of returning the packages.
- Verify Number of Packages: The person signing for delivery should account for the number of packages on each delivery verifying that amount of items agree with the amount indicated on the delivery slip.
- Verify Contents: After the delivery person has left, it is the site's responsibility to promptly verify for correctness and concealed damage.
- Within a reasonable amount of time (24-48 hours), make sure the item is in working condition. Test each item to make sure all the items ordered are in proper working condition.
- Discrepancies such as shortages, overages, damage, non-working, or wrong products should be reported to the Procurement Department immediately.
- Items requested to be returned due to incorrect order or items not wanted after receipt, may incur return shipping charges and/or restocking fees from the vendor. Such changes are expensive and will be charged to the account used to order the materials from the original Purchase Order.

PROCUREMENT/ACCOUNTS PAYABLE DEPARTMENT

Our Procurement and Accounts Payable Departments receive all incoming invoices for items ordered by purchase order.

These individuals are responsible for matching the purchase order, receiving information and invoice to compare and assure that items received match items listed on the purchase order, and that the invoice received matches the items received, for the price documents on the purchase order document. Invoice discrepancies are resolved by Accounts Payable and/or the Procurement Department by working with internal staff and communicating with vendors to resolve any issues.

After all information is matched and verified, invoice information is entered in Skyward and all documents are scanned into the AP folder in Skyward for issuance of checks.

PROMPT PAYMENT

Minnesota Statute 471.25 requires school district that have regularly scheduled meetings at least once a month to pay vendors according to the terms of the purchase contract or, if no contract terms apply, within a standard payment period defined as 35 days of the date of receipt. The time period begins to run from the date of receipt which is defined as the completed delivery of the goods or services or the satisfactory installation, assembly or specified portion thereof, or the receipt of the invoice for the delivery of the goods or services whichever is later. The Business Office will pay vendors according to the provisions and will not give preferential treatment or make early payment to vendors. **DO NOT commit verbally or sign any form to alter this payment schedule.**

ADDITIONAL PROCUREMENT PROCEDURES

PURCHASES OF COMPUTERS AND OTHER TECHNOLOGY EQUIPMENT

District practice is to standardize technology equipment and software throughout the District. The District's Technology Plan outlines District Standards related to technology including such items as which equipment will be used (brand and model), what equipment will be purchased and supported at each site, and which programs will be supported. The District's Procurement and Technology Departments have the responsibility of enforcing these standards, as well as providing necessary technical support for approved equipment. Therefore, all technology purchases must be approved by the Procurement Coordinator and the Technology Director, including purchases made from categorical funds.

District resources for technology support are limited. Non-standard equipment and software cannot be supported. The Technology Department can assist with determining and coordinating technology needs and the purchasing of the correct hardware/software to meet those needs. (See: Form PM 110)

"FOR PREVIEW" OR "ON APPROVAL" ORDERS

When previewing books, videos, or other instructional materials before purchasing, do not order or receive items directly from the publisher. Standard purchasing procedures should be followed. A requisition is to be submitted but should indicate "FOR REVIEW" or "ON APPROVAL." This alerts the Finance and Accounts Payable Department to place a hold on the invoice until advised of which items are to be paid. NOTE: Most companies have time limits for previewing products that must be adhered to.

PURCHASES USING CATEGORICAL FUNDS

Categorical programs are those programs such as Title 1, Special Education, Staff Development, Grants, etc. that are separately funded by either State and Federal Governments or other Grantors. Purchases from these funds must meet the specific requirements of the program, and are often subject to additional procedures and guidelines by the granting government agency. Therefore, all purchases made from these funds must be approved by the program administrator and any purchase greater than \$10,000 is required to have a minimum of two (2) quotes.

The program manager/grant administrator has ultimate accountability to oversee all expenditures and make sure they meet the program/grant requirements. Therefore, all purchases coded to a categorical fund must have prior approval by the program manager/grant administrator. This can be done through the use of the requisition and purchase ordering system or by completing an expenditure preapproval form such as the ones attached.

By approving the requisition for expenditures from categorical funds, the manager is verifying 1) funding exists in the budget for the item and 2) the expenditure being made meets all the legal requirements of the program.

Contact the Program Administrator for more information regarding preauthorization.

CONTRACTS FOR SERVICES

When it is determined that a specific service is required but cannot be performed by District employees, nor from any other public agency at no cost to the District, the District may then choose to have these services provided by an independent contractor (or “consultant”) with a Personal Services Contract.

Independent Contractor vs. Employee

The internal Revenue Service (IRS) has very specific guidelines regarding whether an individual is an employee or an independent contractor (consultant). If the IRS determines that somebody paid as an independent contractor (without payroll deductions and tax reporting) should have been classified as an employee, the District could suffer financial penalties. Additionally, the District is required to abide by its negotiated contracts regarding compensation, working conditions, etc. of its employees. Therefore, it is very important that anyone providing services for the District is properly classified as an employee or as an independent contractor.

In general, consultants are individuals independent of the District who provide professional advice or services, are in business for themselves, offer their services to the general public (usually working for more than one client), set their own working hours and conditions, are self-supervised and self-trained, have an investment in their own tools, equipment and facilities, and do not consider themselves an employee of the District.

In contrast, an individual is considered an employee when the District has the authority to direct the individual who performs the services, not only as to the results to be accomplished, but also to the details and means by which they are accomplished. The District sets the hours and place of work, provides supervision, training, tools, and evaluates the employee. The regularity, continuity and exclusivity of the relationship between the District (employer) and the employee also aid in determining whether an employee or consultant relationship exists.

Only in very rare cases could an employee of the District also provide services to the District on an independent contractor basis. This would only occur if an employee provided additional services to the District, outside of his/her regular working hours, and unrelated to his/her normal job assignment. The services provided would have to be:

- Through the employee’s own business providing a TIN, not using a SSN,
- Using his/her own tools,
- At the employee’s direction as to when, where, and how the work is performed.

(See: Form PM 109)

EQUIPMENT AND OTHER REPAIR REQUESTS

The following procedures apply to repairs of District property.

- Unsafe Conditions: The safety of our students and staff is the number one priority of the District's Maintenance, Operations, and Health & Safety staff. If you become aware of an unsafe condition that needs immediate attention, please contact the Supervisor of Health & Safety at 748-7524.
- Computers and other Technology Equipment: Submit a Help Desk ticket.
- Custodial Equipment: Contact the Facilities/Operations Supervisor for direction.

DISPOSING OF EQUIPMENT

No employee or department other than the Procurement Department may resell School District property. State and Federal laws govern the disposal of equipment and other property that has been purchased by government entities and dictate the method of disposal of items that have been determined by the State to be hazardous waste. The law states that all real and personal property determined by the District to be surplus property be sold at a properly advertised auction to the highest bidder.

“No officer or employee of the state or any of its political subdivisions shall sell or procure for sale or possess or control for sale to any other officer or employees of the state or the subdivision, as appropriate, any property or materials owned by the state or subdivision except pursuant to conditions provided in this section. Property or materials owned by the state or a subdivision, except real property, and not needed for public purposes may be sold to an employee of the state or the subdivision after reasonable public notice at public auction or by sealed bid if the employee is the highest responsible bidder and is not directly involved in the auction or sealed bid process. Other law may prescribe requirements for reasonable public notice or ordinance so long as at least one week's published or posted notice is specified. A person violating the provisions of this section is guilty of a misdemeanor.” (Minn. Statute 15.054).

If you have equipment or furniture that is no longer needed, complete a Fixed Asset Disposal Form and submit the form to the Operations Department. The item(s) will be posted on the Public Surplus Auction site and offered internally for District use. If not claimed, the item(s) will then be posted externally for sale to the public. Note: This entire process usually takes 4-6 weeks.

The item(s) will remain at the site until the procedure is completed. If the item is sold externally, the Warehouse Coordinator will oversee the collection of the funds and transfer of material to the buyer. If the items are not claimed internally or sold externally, the warehouse will pick up the item(s) for disposal. Contact the Warehouse Coordinator for forms and/or detailed instructions.

Computers, TVs, and other electronic equipment may contain parts that are considered hazardous. Under no circumstances may these items be disposed of by placing them in the

dumpster. All surplus computers, TVs and other electronic equipment (working or not) must be returned to the District Education Center for proper recycling.

FORMS

ADMINISTRATIVE PROCEDURE

SUBJECT: ADMINISTRATIVE PROCEDURE STATEMENT COVERING FINANCIAL MANAGEMENT OF FEDERAL FUNDS

The following instructions outline the responsibilities of the grant manager for managing federal funds.

A. Application, Budget and Reporting

- Submission of new and renewal application specific to each grant from awarding agency
 - Grant manager completes application; includes budget allocation
 - Submit to appropriate cabinet member
 - Cabinet member recommends approval by Superintendent
 - Grant manager submits approved application to MDE
 - Board approves grant through consent agenda
- Regularly monitor the fiscal activities of the award to ensure budget to actual spending is as expected
 - Access to monthly expenditure reports will be provided by Business Services Department
 - Expenditure reports are reviewed for:
 - a. Spending alignment with budget
 - b. Allowable expenditures per awarding agency specifications
- Submit budget revisions for changes to the approved programming that will require budget line adjustments
 - Consider a budget adjustment for any line item expenditure code that is overspent
- All reporting requirements
 - Grant managers prepare periodic progress reports for submission to awarding agency (ex.MDE)

B. Cash Management

- Expenditures – Grant managers ensure compliance with procedures for Cost Allowability and Federal Funds Procurement.
- Revenues – Request for payment of funds.
 - Grant managers submit a request for reimbursement based on awarding agency specifications (ex. SERVS)
 - Reimbursement frequency is recommended to be prepared in accordance with the provisions of the grant. However, annual reimbursements need to be prepared at a minimum.
 - Submit reimbursement documentation to the Accounting Coordinator for review of proper coding and receipt of the revenue.

ADMINISTRATIVE PROCEDURE

RELATED COMMENTS:

1. Board approval of the grant manager is necessary to be authorized to sign and certify payment requests and fiscal reports. (200.415 – Required Certifications)
2. Business Services Department will keep accounting records which include the amount of the award, authorization, obligations and unobligated balances, revenues and expenditures and any other records to facilitate an effective audit.

ADMINISTRATIVE PROCEDURE

**SUBJECT: ADMINISTRATIVE PROCEDURE STATEMENT COVERING
 FEDERAL FUNDS PROCUREMENT**

A. General Rules

The following procurement requirements apply to federal funds. This procedure incorporates administrative guidance requirements from:

- D The Office of Management and Budget (OMB);
- D Uniform Grant Guidance;
- D Minnesota Statutes; and
- D North St. Paul/Maplewood/Oakdale Schools' (ISD 622) internal procurement procedures.

Federal Funding Purchasing Guidelines Chart	
Goods or Services	Required Action
Less than \$10,000	<ul style="list-style-type: none"> • No additional federal requirements
\$10,000 to \$24,999 (goods or services)	<ul style="list-style-type: none"> • A minimum of two competitive quotations
\$25,000 to \$49,999 (goods or services)	<ul style="list-style-type: none"> • A minimum of two competitive quotations • Verification of neither suspension nor debarment by federal government*
\$50,000 and greater (services only)	<ul style="list-style-type: none"> • A minimum of two competitive quotations • Verification of neither suspension nor debarment by federal government* • Board approval of contract
\$50,000 to \$99,999 (goods only)	<ul style="list-style-type: none"> • A minimum of two competitive quotations • Verification of neither suspension nor debarment by federal government*
\$100,000 and greater (goods or services)	<ul style="list-style-type: none"> • Formal bid process & Board approval of bid award or cooperative purchasing contract • Verification of neither suspension nor debarment by federal government*

To make a purchase with federal funds, budget managers will:

1. Confirm expenditure is allowed. Refer to procedure PM 103 Cost Allowability.
2. Take the required action identified in the Federal Funds Purchasing Guidelines Chart (above);
3. Submit a purchase requisition with required attachments to the Purchasing Department.
4. Indicate District Grant Number on the purchase requisition.

ADMINISTRATIVE PROCEDURE

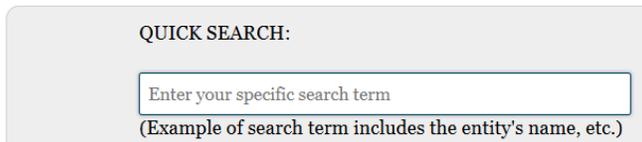
B. * Verification of Compliance – Suspension or Debarment

When using federal funds, verify that any vendor which is used to procure goods and/or services cumulatively greater than \$25,000, is not suspended or debarred by the federal government. Go to the SAM.gov website to verify. www.sam.gov/portal/SAM/###11

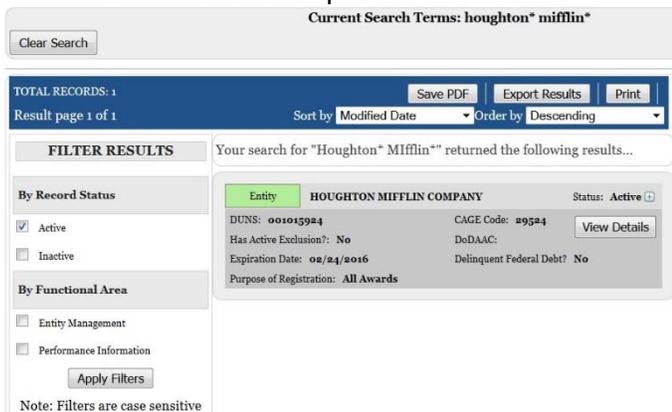
1. Click Search Records on the far right.



2. Type company name, i.e., "Houghton Mifflin" in the Quick Search Box.



3. Verify that "Has active exclusion?" and "Delinquent Federal Debt?" both indicate "No". This shows that the vendor is in compliance.

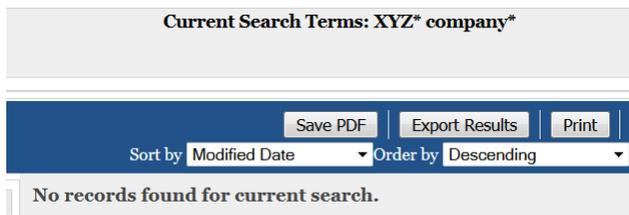


ADMINISTRATIVE PROCEDURE

- a. If an exclusion exists, this will be indicated. The vendor cannot be used.



- 4. Print the search results page and attach it to the purchase requisition. This printed page includes the information that is required to document that the verification requirements have been completed.
 - a. If search results do not find the vendor, print the search result page indicating no records found. Purchasing department will determine if vendor is approved to use.



C. Roles and Responsibilities

It is the responsibility of the grant manager, with the assistance of their department personnel or authorized designee to:

- a. secure quotations or request assistance from the Procurement Department
- b. verify compliance using SAM.gov website
- c. submit all documentation with purchase requisition

RELATED COMMENTS:

If purchasing with a district p-card the same purchasing parameters are required. Documentation must be attached to p-card reconciliation documents.

ADMINISTRATIVE PROCEDURE

SUBJECT: ADMINISTRATIVE PROCEDURE STATEMENT COVERING COST ALLOWABILITY FOR FEDERAL AWARDS

The following instructions outline general procedures for expenses incurred with federal funds.

A. General Rules

1. The more restrictive rule of the following three takes precedence

- Costs must be consistent with policies and procedures of the District. Refer to the District's policies and procedures on purchases in the Procurement Manual for detail.
- Each awarding agency can establish its own terms and conditions on costs. Refer to award guidelines for specifications on allowable costs.
- Rules for allowable costs on federal awards are prescribed in Subpart E – Cost Principles of the Uniform Grant Guidance.

B. Roles and Responsibility

1. It is the responsibility of the grant manager, with the assistance of their respective department personnel to:

- Review and approve expenditure transactions
- Code expenditures properly according to UFARS; and
- Determine the “allowability” and “allocability” of expenditures
 - i. Example of “allowability” and “allocability” – Title I department is purchasing a printer. The printer will be shared with another department.

Allowability – Before the purchase is made, it needs to be determined if the purchase of a printer is allowed using Title I funds.

Allocability – Before the purchase is made, it needs to be determined how much of the printer will Title I pay. Title I cannot pay for the full cost of the printer because it will be shared with another department. A reasonable method of allocation needs to be agreed upon to decide the allocability of cost to Title I. If it is determined that allocation will be based on number of employees, the allocability of cost would be as follows. The total number of employees is 100 (Title I employees total 25 and the other department employees total is 75). The total cost of the printer is \$1000. Title funds can only pay for \$250 of the total cost of the printer because of the ratio of employees.

- Review expenditures for compliance with award guidelines.

ADMINISTRATIVE PROCEDURE

SUBJECT: ADMINISTRATIVE PROCEDURE STATEMENT COVERING EQUIPMENT PURCHASED WITH FEDERAL FUNDS

The following instructions outline the procedures for managing equipment purchased with federal funds.

A. Definition of items to be inventoried

1. Capital Asset Equipment – tangible, nonexpendable, personal property with an acquisition cost of \$5,000 or more per unit.
2. Sensitive items – equipment items under \$5,000 likely to be stolen or misplaced that is of value (ex. Laptop)
 - Grant manager/awarding agency defines sensitive items

B. Responsibility and management ([§200.313](#) – Equipment)

1. It is required of the grant manager to:
 - Establish a process within their department to maintain and manage all equipment.
 - Establish adequate maintenance procedures to keep property in good condition.
 - Conduct a physical equipment count of all items recorded at least every two years.
 - A final report is to be printed, signed and dated, and kept on file for three years.
 - To ensure property security. All items need to be kept in secure locations. Any stolen or displaced item will be investigated by the district and/or police if necessary.
2. All equipment purchased with federal funds must be recorded with the following information:
 - Acquisition date
 - Description of the item
 - Assigned a unique identifying ID number
 - Equipment labeled with ID number and Award Title
 - Source of funding – account code or award title
 - Purchase price (cost)
 - Vendor
 - Percent of federal funds used to purchase item
 - Location of the equipment
 - Use and condition
 - Disposition date and reason
 - Sales price if sold

ADMINISTRATIVE PROCEDURE

3. Disposition – Items must remain in the program it was purchased for as long as needed. When it has been determined by the grant manager that it is no longer needed for the program the grant manager will:
- determine if the item can be used by another federal program
 - if it cannot be used by another federal program it may be used for general programs
 - if there is no longer a use for the equipment within the district, disposition will be as follows:
 - Items under \$5,000 may be disposed of following district procedures. Refer to Administrative Procedure BA 5060 Capital Assets.
 - Items over \$5,000 contact the federal awarding agency for disposition instructions.

A record of the date, reason, and method of disposal or sale will be maintained with the equipment for a period of five years after removal of the equipment from the program.



Procurement Requisition Form

Requisitioner	Approving Supervisor	Date of Request

Vendor	Ship To:

Quantity	Unit	Item No.	Description	Unit Price	Total Price
Rationale:				Subtotal	
				Shipping Costs	
				Total	

State Fin 740
 Federal Fin 419
 3rd Party Billing Fin 372
 Capital Fin 302
 Other



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

AFFIDAVIT OF NON-COLLUSION FORM

I hereby swear (or affirm) under the penalty of perjury:

1. That I am the responder (if responder is an individual), partner in the responder (if the responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the responder is a corporation);
2. That the attached response or responses have been arrived at by the responder independently, and have been submitted without collusion with, and without any agreement, understanding, or planned common source of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to respond designed to limit independent response or competition;
3. That the contents of the response or responses have not been communicated by the responder or its employees or agents to any person not an employee or agent of the responder or its surety on any bond furnished with the response or responses, and will not be communicated to any such person prior to the official review of the response or responses; and
4. That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

SUBMITTED BY:

Firm Name _____

Signature _____

Title _____

Address _____

Telephone _____

Date _____

Subscribed and sworn to before me this _____ day of _____ 20__.

Notary Public _____

Commission Expires _____



School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

Ready for tomorrow

WASHINGTON COUNTY/RAMSEY COUNTY CONTRACTOR RESPONSIBILITY AFFIDAVIT AND ACKNOWLEDGEMENT FORM

STATE OF _____)

COUNTY OF _____)

THE UNDERSIGNED, being duly sworn, on this ____ day of _____ 20____, appeared before me, and swore under oath as follows:

1. I am _____, _____ of
(Contractor's Name and Title)
_____ and duly authorized
(Name of Company)
as owner or officer of the above company to sign this Affidavit.
2. I warrant and represent full compliance with the minimum criteria as set out in Minnesota Statute 16C.285, Subd 3.
3. The following is a list of all first tier subcontractors that will be retained for work on the project:

_____.

Signature

Sworn to and subscribed to before me
this ____ day of _____, 20____.

Notary Public _____ County
My commission expires: _____

ADMINISTRATIVE PROCEDURE

SUBJECT: PURCHASE ORDER THRESHOLDS

The following instructions outline the thresholds for processing Purchase Orders.

A. Purchase Order Thresholds

- \$10,000 to \$25,000 – at least two quotes obtained by the Procurement Department or site. The Procurement Department may, at its discretion, request additional quotations, or re-issue requests for quotation if it is deemed to be in the best interest of the School District to do so. This applies only to supplies, materials and equipment.
- \$10,000 to \$25,000 – If two quotes are not available for contracted services or construction/repair of real estate, then justification as to why the vendor was chosen will be noted in the purchase order. Note that construction/repair of real estate must be handled by the Procurement Department and the Operations/Maintenance Department to assure proper design, permitting and standards.
- \$25,000 to \$175,000 – at least two quotes solicited by the Procurement Department – this applies only to supplies, materials and equipment.
- \$25,000 to \$175,000 – if two quotes are not available for contracted services or construction/repair of real estate, then justification as to why the vendor was chose will be noted in the purchase order. Projects must be handled by the Procurement Department and the Operations/Maintenance Department and not another department or site to assure proper design, permitting and standards.
- Over \$175,000 – proposals or bids solicited by the Procurement Department and approved by School Board. This is for all supplies, materials, equipment and construction/repair projects. Professional contracted services will be considered on a case by case basis on whether or not competitive proposals are necessary. Regardless, the School Board must approve all transactions over \$100,000.

NORTH ST. PAUL – MAPLEWOOD – OAKDALE SCHOOLS
NORTH ST. PAUL, MN 55109

CONTRACT FOR SERVICES

NAME OF CONTRACTOR:

ADDRESS:

DATE(S) OF SERVICE:

TIME(S):

DESCRIPTION OF SERVICE(S):

LOCATION OF SERVICE(S):

TOTAL AMOUNT TO BE PAID:

NUMBER OF PAYMENTS AND PAYMENT SCHEDULE - IF NOT PAID IN LUMP SUM:

This contract is between Independent School District 622 (ISD 622) and the Contractor as specified above. It is agreed that the amount paid will be in a lump sum payment upon approval and completion of service(s) unless specified differently above.

INDEPENDENT CONTRACTOR For the purposes of this agreement Contractor is an independent contractor. Nothing contained in this agreement is intended nor shall be construed in any manner to create or establish a relationship of legal co-partners, joint ventures or joint powers between the parties. No statement contained in this agreement shall be construed so as to find Contractor, its employee's agents or representatives to be employees or agents of ISD 622. ISD 622 will make no deductions for federal income tax, FICA, or state income tax.

INDEMNIFICATION & INSURANCE Contractor shall indemnify and hold harmless ISD 622 against all liability, claims, judgments or demands arising from damages to persons or property occasioned by actions of the Company, its agents or employees. It is understood that the Contractor may be using equipment owned by ISD 622. Notwithstanding such ownership, the Contractor shall defend any and all suits that may be brought against ISD 622 on account of any injury and/or damage as a result of the work performed by the Contractor in the use and operation of such equipment whether under contract, tort laws or otherwise, and will reimburse ISD 622 for any expenditures that it, its insurers or its agents may incur by reason of such incidents. Contractor represents that it has in force a policy of general liability insurance, with limits not less than \$1,500,000 each occurrence and Contractor agrees to furnish proof of such insurance upon request.

COMPLIANCE Contractor agrees to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Contractor's performance of the provisions of the Contract. It shall be the obligation of the Contractor to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for the services.

CANCELLATION The Contractor shall be accountable to _____ (school district administrator), who reserves the right to cancel by contacting Contractor one week prior to the scheduled event for any reason(s) deemed necessary by ISD 622.

Contractor Signature: _____

Date: _____

****Contractor Must Fill Out a Form W-9 and Remit With Agreement - ONLY IF NONE ON FILE WITH ISD 622**

FD	R/E	ORG	PROG	CRS	FIN	OBJ	AMOUNT	COMMENTS

For Business Office Use Only

Send Check To: _____

CHECK ONE:

- Original – Business Services
- Contractors Copy
- Budget Manager's Copy
- Personnel Copy

If manual check is requested, please Indicate date check is needed.

Signature – Cost Center Manager _____ Date _____

_____ Check Needed By

Approved By Business Office _____ Date _____

District 622 Technology Procurement Process

The Technology Department has for many years provided a value-add service for the purchase of computers, networking equipment, audio/visual devices, telephones and cell phones, software and their installation or deployment . With this requirement to purchase through the Technology Department it is our goal to help ensure all purchases are going to work as expected within established networking standards, all procurement laws are followed, installations comply with Federal hazardous waste regulations, State of Minnesota low voltage installation law, final costs are as low as possible and that the device can be installed or deployed efficiently once it has been received. Questions remain about what items are the responsibility of the Technology Department to procure and what the process is to request new technology purchases.

Technology Procurement Steps:

1. The first step in this process is to discuss your purchasing needs with your building Technical Support Specialist. This is a critical first step to get your purchase request started. Your building tech will move your request forward from here.
2. Your building Technical Support Specialist will enter your request on a procurement database and begin reviewing it with the help of the Technical Support Supervisor and the Technical Support Secretary to assess standards, copyright, use agreements, deployment options, etc.
3. If necessary, the request will be sent to the Curriculum Department to be reviewed for alignment with district curriculum and initiatives.
4. If the request has special services implications it may be sent to Student Services for their review.
5. Once all reviews are completed your request is ready for purchasing and will be added to a purchasing database and processed.
6. Finally, the incoming product(s) will be inventoried, processed for payment, setup or installed and then delivered to the end-user.

Please review the Technology Purchasing Matrix below for a list of some of the more common items that fall under the Technology Procurement Process. This list may not encompass all items that fall under the Technology Procurement Process. If you are uncertain please consult with your building Technical Support Specialist.

Technology Procurement Matrix				
Computer/Network Devices	Audio/Visual Devices	Telephony/Cell Phone Devices	Software	Equipment Installation
Desktops	Projectors (LCD, DLP, etc.)	Mitel Telephone Handsets	Cloud-Based Software	Internet Circuits
Monitors	DVD Players	Wireless Headsets	Curriculum Related Software	Ethernet Data Cabling
Laptops	Blu-ray Players	Wireless Handheld Receivers	Device Applications & Apps	Fiber Optic Cabling

<i>Tablets</i>	<i>Microphone Systems</i>	<i>Cell Phones</i>	<i>Productivity Software</i>	<i>Security Cameras & Cabling</i>
<i>eReaders</i>	<i>Audio Amplifiers</i>	<i>Analog Telephone Lines</i>	<i>Student Computer Lab Software</i>	<i>Card Access Readers & Cabling</i>
<i>Thumbdrives</i>	<i>Cameras</i>	<i>Other Related Items</i>	<i>Software Subscriptions</i>	<i>Interactive Boards (i.e. SMART)</i>
<i>DVD/Blu-ray Drives</i>	<i>Television Monitors</i>		<i>Special Services Software</i>	<i>TV/Interactive Monitors & Cabling</i>
<i>Keyboards</i>	<i>SMART Boards</i>		<i>Other Related Items</i>	<i>Wall or Ceiling Projectors & Cabling</i>
<i>Computer Mice</i>	<i>Audio Amplifiers/Speakers</i>			<i>Classroom Amplification & Cabling</i>
<i>Scanners</i>	<i>Projector Lamps</i>			<i>AV Cable (VGA, HDMI, Audio, USB)</i>
<i>Webcams</i>	<i>Other Related Items</i>			<i>Low Voltage Raceway</i>
<i>Document Cameras</i>				<i>Wireless Access Points & Cabling</i>
<i>Printers/Copiers</i>				<i>Coaxial Television Cabling</i>
<i>Computer Network Cards</i>				<i>Public Address System (PA) & Cabling</i>
<i>Servers</i>				<i>Other Related Items</i>
<i>Hard Drives</i>				
<i>Network Switches</i>				
<i>Speakers</i>				
<i>Headphones</i>				
<i>Computer Memory</i>				
<i>Other Related Items</i>				