

<b>Policy Title</b>	<b>Policy Number</b>	<b>Date Approved/Revised</b>
<b>Procuring Materials and Services</b>	<b>724</b>	<b>Approved: 12/13/16 Revised: 9/25/18 Revised: 5/21/19</b>

1) General Statement of Policy

- A. In an effort to obtain the lowest price for quality products and services, the Procurement Department will initiate and conduct negotiations concerning the purchase of materials, equipment, supplies and services for the District.

When purchasing materials or services with a value between \$10,000 and \$175,000, it is required to obtain two price quotations. Exceptions to the two quotation requirement may be made for purchased materials and services with a value between \$10,000 and \$25,000 with pre-authorization from the Director of Business Services.

- B. Existing law and regulation requires strict bidding process to be followed when purchasing materials or services valued at more than \$175,000. All Purchase Orders over \$175,000 must be approved by the School Board.

2) Exemption

- A. Professional services, (e.g. financial, legal, architectural services), are exempt from the bid law and this policy.

3) Process and Procedures

- A. All District purchasing of goods and services will follow procedures and process, as outlined in School District 622 Procurement Procedure Manual and PM101-PM112 attachments located on the ISD 622 website <http://www.isd622.org> under Business Services/Procurement Department.

**Rationale:** *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.*

<b>Adoption and Revision History</b>	<b>Incorporated Policies</b>
Policy E-096 PROCURING MATERIALS AND SERVICES This Policy Adopted: December 13, 2016; Revised: September 25, 2018	
724 PROCURING MATERIALS AND SERVICES This Policy Revised: May 21, 2019	

**Administrative Rule, Regulation and Procedure: NA**

**Legal References:** Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)

**Cross References:**