

## PURCHASING PROCEDURES FOR WEST INDEPENDENT SCHOOL DISTRICT

During the last session of the legislature, there were several changes made to the purchasing laws. While some are more restrictive, others can be set to make the purchasing of necessary supplies easier for our staff to purchase general merchandise. These policies NO NOT apply to construction.

You will still need a pre-approved purchase order for all purchases. This allows the District to plan for the cash flow of funds and assures you that your order is in compliance with purchasing requirements, is coded correctly and is approved by your supervisor. This will allow your super visor to see how your purchases work toward the goals of the District and you Campus.

The following purchasing methods are approved:

1. \$0 - \$4,999 (A) Approved vendor  
(B) At least 3 quotes  
(C) Sole Source  
(D) With Prior Approval for vendor  
(E) Prepared food less than \$500.00 only needs a PRE-APPROVED Purchase Oder if we do not have an approved vendor for the item.
2. \$5000 - \$9,999 (A) Approved vendor  
(B) Written quotes (at least 3)  
(C) Sole Source
3. \$10,000 - \$24,999 (E) Sealed quotes to be opened at a set date
4. \$25,000 + (F) Sealed bids or proposals

When we have an approved vendor for an item, the purchase should be made from them. The other options are for items that we do not have vendors approved in that area. The amounts above are considered in the aggregate. For example, the District purchases more than \$25,000 of supplies so it would need to be under (A) or (F).

- (A) Approved vendors are listed under our General Merchandise Bids, TCPN, TXMAS, BuyBoard and DIR. We can no longer use "catalog" bids. These were used mainly for Technology.
- (B) The quotes can be from internet vendors, catalog information, telephone calls or flyers.
- (C) Sole Source vendors need to supply the District with a letter stating that they are the sole source of the item needed. You now need to make a diligent effort to insure that there are no other vendors that sell the item or sell very similar items. You need to attach the Sole Source letter to your request along with an explanation of what you did to insure they were indeed Sole Source.
- (D) The quotes must be written. They can be faxed, emailed, mailed or hand delivered. Telephone quotes will not be accepted. This allows everyone to be very sure what is included in the quotes.
- (E) Sealed quotes are to be opened at a set date all at one time. They are not to be discussed with any vendors until that date except to give requirements. You may contact the vendors that you

think would quote on the item and have them submit their details in a SEALED envelope. You need to make sure each vendor has the same information so it is suggested that you write down the specifications that you require. There is no set waiting period for the opening of the sealed proposals.

- (F) Sealed bids or proposals are required. Exact specifications must be written up to be given to each proposer/bidder. The bid/proposal must be advertised in the newspaper for a minimum of two weeks. There is then a minimum of a two week wait until the bids/proposals can be opened. They must be opened at a public opening that was listed in the newspaper advertisement. The recommended results will be presented at the next board meeting for approval.

You will want to use the best method that is available for you dollar amount that would result in the best value for the District. This does not always mean the lowest price. You will need to consider the following criteria when using any method. They are listed in no particular order.

- Purchase price
- Reputation of the vendor
- Quality of the vendor's goods or services
- Extent that the goods and services meet the District's needs
- Vendor's past relationship with the District
- Total long term cost to the District to acquire the vendor's goods and services
- Any other relevant factor specifically listed in the specifications, bids or proposals

**YOU CAN ALWAYS USE A METHOD THAT IS MORE RESTRICTIVE IF YOU THINK IT WILL RESULT IN A BETTER VALUE FOR THE DISTRICT.**

For example, if you have a project that you estimate will cost \$8,000, you might want to use the sealed bids/proposals if you think that competition would give you a better price.

If you have any question about the new purchasing methods, please give Peggy Kissinger a call at 254-826-3308 or email her at [pkissinger@west-isd.net](mailto:pkissinger@west-isd.net).