



COMPETITIVE SOLICITATION METHODS

“Competitive Thresholds”

Except for purchases made in accordance with other provisions of the CCSD Purchasing Regulations, all purchases or contracts to purchase goods or services with District funding shall be based on competitive bids, quotations or proposals as follows:

Purchases less than \$1,000 may be accomplished without multiple quotes. Purchaser should use their best judgment when making the purchase.

Purchases from \$1,000 to \$9,999.99 may be made at the local school/department level provided two quotes are obtained and maintained at the school/department, reviewed/approved by the principal/department head at least monthly and available for periodic audit. Date of receipt should be kept on file for all items ordered.

For expediency and best value, schools may wish to call Procurement Services for recommended vendors.

Monthly expenditures should be compared against budgeted funds to avoid “over budget” situations.

Purchases from \$10,000 to \$49,999.99 require three competitive quotes with pricing to be secured by Procurement Services. Schools must use the Request for Quote form available on the website and submit to Procurement Services.

Purchases \$50,000 or more require a formal Bid or Request for Proposal process. Procurement Services will issue the Bid/RFP and make every attempt to solicit at least three responsive and responsible offers. As defined in Board Policy number 2.4, Financial Conditions and Activities, Item 5, **Board approval is required for award of Bids/RFPs greater than \$200,000.** Check with Procurement Services regarding assistance with the bid process and the need for board approval. If a bid is not currently in place, approximately ninety days lead-time is required to accomplish this. All information to be included in a Board Agenda Item must be received in Procurement Services a minimum of nine business days before the Board meeting. Once Procurement Services has implemented the bidding process, the selected method of bidding will not be changed. To obtain the most favorable price and to insure a reliable source of supply, the Director of Procurement Services is authorized to include in the bid conditions an escalation and/or de-escalation clause, which will be a standard price or index as published by a Government Agency, Board or Bureau.