

PURCHASING

To assure that all state laws and regulations are followed, to maintain budgetary cost/quality control, and accurate accounting, all purchasing for the school system to be paid from public funds shall be made by the Superintendent or his/her designee in conformance with existing regulations and procedures of the Board and the laws pertinent to state and federal agencies.

Budget allocations for specific purposes shall constitute advance Board approval for all purchases except in such cases as state law or Board policy may require. No debt shall be contracted in the name of the Lafayette Parish School Board without action by the Board, except those items which are provided for in the regular budget. Purchases shall be made at the lowest possible cost to the school system consistent with the system specifications of quality and service.

In addition to the above requirements, purchases which exceed the following dollar limitation will require pre-approval by the Board.

Professional Services (excluding maintenance contracts) in excess of \$15,000.00.

Capital Improvements and Capital Leases in excess of \$25,000.00.

The dollar limitation above shall not preclude those purchases that are declared by the Superintendent and Board President or designee as being of great urgency. These purchases shall be presented to the Board as an information item at the next scheduled board meeting following the purchase.

The Board authorizes the Superintendent or designee to sign all contracts that relate to purchases that fall below the dollar limitation listed above. Any contracts relating to purchases that exceed the above dollar limitation shall require the signature of the Superintendent or designee and Board President or designee.

Each principal shall assure that purchases by the individual school shall be made in accordance with regulations and procedures developed by the Superintendent and staff, and the laws pertinent to state and federal agencies.

No employee, officer or agent of the Lafayette Parish School Board shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. The Lafayette Parish School Board's employees shall neither solicit nor accept gratuities, favors or anything of monetary value from vendors, contractors, potential contractors, or parties to subagreements.

Bid award recommendation shall be presented to the Board unless the Board grants permission for staff to evaluate, award and notify Board at a later date.

VENDORS

Vendors may set up an appointment to see the principal with prior approval from the Purchasing Agent. The principal may present the information to the appropriate staff member. If the staff member wishes to set up an appointment with the vendor to discuss products offered, he or she may do so.

FINANCING PURCHASES

The School Board may finance the purchase of equipment or other movable property to be used by the Board by entering into an installment sale, lease, or similar agreement with any lender or other person. Such agreement shall be subject to approval of the State Bond Commission in accordance with statutory provisions. No individual school or school staff shall obligate the School Board without proper school system knowledge and approval.

SOLE SOURCE PROVIDER

These provisions shall apply to all sole source procurement unless emergency conditions exist as defined in R.S. 38:2211 A(6).

A contract may be awarded for a required supply, service, or major repair without competition when, under regulations, the Purchasing Agent or his/her designee above the level of Purchasing Agent determines in writing that there is only one source for the required supply, service, or major repair item.

Conditions for Use of Sole Source Procurement

Determination

The determination as to whether a procurement shall be made as a sole source shall be made by the Purchasing Agent. Such determination shall be in writing. The Purchasing Agent may specify the application of such determination and its duration. In cases of reasonable doubt, competition should be solicited. Any request by a using school or department that a procurement be restricted to one potential contractor shall be accompanied by an explanation as to why no other will be suitable or acceptable to meet the need.

Sole source procurement is permissible only if a requirement is available from a single supplier. A requirement for a particular proprietary item does not justify a sole source procurement if there is more than one potential bidder or offeror for that item.

Record of Sole Source Procurement

A record of sole source procurement shall be maintained that lists:

1. Each contractor's name
2. The amount and type of each contract
3. A listing of the supplies, services, or major repairs procured under each contract
4. The identification number of each contract file

NOTE: Purchasing policies related to food services are coded File: EED* - Food Purchasing and those related to individual school and organization funds are coded File: DK – School Activities (and School) Funds Management.

Current practice codified 1975

Adopted: date of manual adoption

Revised: 3/15/95

Revised: 8/15/07

Revised: 12/5/07