

Book	Board Policies
Section	6000 BP - Finances
Title	PROCUREMENT POLICY
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## **PROCUREMENT POLICY**

Pursuant to the Michigan Revised School Code at MCL 380.1274(1), the Board of Directors of Life Skills Center of Pontiac ("the School") adopts this policy to govern the procurement of supplies, materials and equipment.

The Educational Service Provider or its designee purchases these items on behalf of the School pursuant to a Management Agreement that the Educational Service Provider has entered into with the School. Pursuant to that Agreement, the Educational Service Provider receives from the School a fixed fee out of which the Educational Service Provider is responsible for managing the School including (but not limited to) the purchase of all supplies, materials and equipment needed to operate the School. The Educational Service Provider has assumed all financial risk associated with such purchases.

Accordingly, the Board relies upon the Educational Service Provider and its staff to administer the business operations of the School. The Board establishes the following guidelines for the Educational Service Provider and the staff with regard to purchasing:

### **A. General Guidelines for Purchasing.**

1. The ESP staff shall consider the following:
  - a. price;
  - b. quality of product;
  - c. service, delivery and maintenance of product;
  - d. suitability of product;
  - e. conformance to specifications;
  - f. vendor's past performance for the School and other School districts;
  - g. vendor reliability.
2. The Educational Service Provider will use a purchase order system as a means of internal control and monitoring.
3. The Educational Service Provider and staff shall procure supplies, materials and equipment in a sensible and prudent manner.

### **B. Competitive Bids**

1. The Educational Service Provider shall make purchases pursuant to competitive bids when required by law to do so.
2. The Educational Service Provider shall obtain prior Board approval before negotiating the terms of purchase or lease for tangible personal property exceeding the annually determined threshold of any Board-owned

tangible personal property.

3. The Educational Service Provider shall make available to the Board, upon request, any price quotations or competitive bids obtained from vendors. These copies are to be retained in accordance with Bulletin #522 (issued by Department of Histories, Arts and Libraries – Michigan Historical Center, Records Management Services) *Schedule for the Retention and Disposal of Public School Records*.
4. The Educational Service Provider may obtain verbal information regarding price and quality of supplies, materials and equipment in person or by telephone on routine purchases under \$5,000 per item.
5. The Educational Service Provider may make Emergency Purchases without the use of price quotations or competitive bids. Such emergency may arise as a result of an accident or other unforeseen occurrence which could affect the life, health, welfare or safety of the School's students or property, or the Educational Service Provider's employees.

The Board directs the Educational Service Provider to develop the necessary rules to implement this Procurement Policy including, but not limited to, requisition and approval procedures, and procedures to verify the timely receipt of supplies, materials and equipment in an acceptable condition.