

PURCHASING PROCEDURES

The Passaic Board of Education wishes to establish and carry out a careful system of purchasing and accounting to help provide an effective program of education while guarding against loss due to carelessness, inefficiency, theft, or improper maintenance of records.

The duties of purchasing shall be centralized under the School Business Administrator who shall be the district's purchasing agent. He/she shall be familiar with and perform all his/her activities within the limitations prescribed by law, board policy and legal opinions.

The board of education encourages the administration to seek advantages in savings through joint agreements for the purchase of work, materials or supplies with the governing body(ies) of other contracting units within this county or adjoining counties or by other cooperative pricing arrangements. The administration shall also evaluate any savings which may result from the purchase of any materials, supplies or equipment under contracts entered into by the state treasury department, division of purchase and property.

The board may use competitive contracting instead of public bidding for purchasing specialized goods and services, the price of which exceeds the bid threshold, for the purposes and with the conditions specified in law.

Nothing is to be ordered independently by school personnel.

The board of education shall not knowingly enter into contract with any company that does not subscribe to and implement a policy of non-discrimination. The board secretary shall be responsible for so informing all prospective suppliers of work or materials.

Multiple Year Contracts

The School Business Administrator is directed to investigate the advantage to the district of multiple year contracts. Investigation should include, but need not be limited to, a comparison of the costs of multiple year and single year contracts, an analysis of trends in the costs and availability of the goods or services to be provided, the projected needs of the district, and an inquiry into the reliability and stability of the vendor.

Except for those contracts exempted from the requirement by law, all multiple year contracts shall contain a cancellation clause or a clause conditioning annual extension of the contract on the appropriation of sufficient funds to meet the board's obligation.

All multiple year contracts must be approved by the Board. When the estimated annual cost of a multiple year contract exceeds the bid threshold established by law and the subject of the contract is not exempt from bidding, the contract shall be advertised in accordance with law and the bidding procedures of this district.

Cooperative Purchasing

The superintendent and School Business Administrator are encouraged to seek savings by means of cooperative purchasing of goods or services with the governing body or bodies of other contracting units within this county or adjoining counties or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.

The School Business Administrator or his/her designee is hereby authorized to negotiate such joint purchase agreements for goods and services which the board may determine to be required and which the board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with state and federal law, the policies of the board, and the processes of sound purchasing procedures.

No cooperative or joint purchase may be entered without board approval of an agreement that specifies the categories of equipment and supplies to be purchased; the manner in which bids will be sought and contracts awarded; the method by which payment will be made by each participating party, and such other terms as may be necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the New Jersey Treasury Department may be made without bid.

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Second Reading: August 29, 2016
Adopted: August 29, 2016

<u>Legal References:</u>	<u>N.J.S.A. 10:5-1 et seq.</u>	Law Against Discrimination
	See particularly:	
	<u>N.J.S.A. 10:5-31 through -35</u>	
	<u>N.J.S.A. 18A:18A-1 et seq.</u>	Public School Contracts Law
	<u>N.J.S.A. 18A:19-1 et seq.</u>	Expenditure of Funds; Audit and Payment of Claims
	<u>N.J.S.A. 52:32-44</u>	Business registration for providers of goods and services (definitions)
	<u>N.J.A.C. 6A:7-1.8</u>	Equity in employment and contract practices

	<u>N.J.A.C.</u> 6A:23A-1.2	Definitions
	<u>N.J.A.C.</u> 6A:23A-16.5	Supplies and equipment
	<u>N.J.A.C.</u> 6A:23A-20.4	Ownership and storage of textbooks
	<u>N.J.A.C.</u> 6A:23A-21.1 <u>et seq.</u>	Management of Public School Contracts
	<u>N.J.A.C.</u> 6A:27-9.1 <u>et seq.</u>	Contracting for Transportation Services
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School
Districts	<u>N.J.A.C.</u> 6A:32-14.1	Review of mandated programs and services
	20 <u>U.S.C.A.</u> 1681 <u>et seq.</u>	- Title IX of the Education Amendments of 1972
	42 <u>U.S.C.A.</u> 2000e <u>et seq.</u>	- Title VII of the <u>Civil Rights Act of 1964</u> as amended by the <u>Equal Employment Opportunities Act of 1972</u>
	29 <u>U.S.C.A.</u> 794 <u>et seq.</u>	- Section 504 of the <u>Rehabilitation Act of 1973</u>

Possible

- Cross References:** *2224 Nondiscrimination/affirmative action
*3326 Payment for goods and services
*3327 Relations with vendors
*3570 District records and reports

*Indicates policy is included in the Critical Policy Reference Manual.