


## HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

	Finance/Business	FB17-0803
	Purchasing and Procurement	ADOPTED DATE: August 15, 2017  REVISED DATE: April 18, 2024

The Board of Trustees 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. If applicable, the following applies to all micro-purchases (up to \$10,000), small purchases (between \$10,000 and \$250,000), sealed bids (purchases over \$250,000 with formal advertising), competitive proposals (more than one source submitting a proposal), and non-competitive proposals i.e. Sole Source (solicitation of a proposal from only one source).

The duties of purchasing are to be centralized under the Chief Executive Officer (CEO) and Business Manager, , who shall be familiar with and perform all his/her activities within the limitations prescribed by law, Board policy, and legal opinions.

- A. The Board of Trustees encourages the administration to:
  1. 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 Pennsylvania or by other cooperative pricing arrangements;
  2. Evaluate any savings which may result from the purchase of any materials, supplies or equipment under contracts entered into;
  3. Standardize items commonly used, such as major equipment items and classroom furnishings.
  
- B. All purchases and contracts for goods and services may be made through HGMICS competitive purchasing procedures governed by the most recent Uniform Grant Guidelines (UGG) and Procurement thresholds for federal funds. Some exceptions may include::
  1. Purchases made through existing contracts or bids that have been established through a competitive selection process by another local, state or federal governmental agency or purchasing cooperative, i.e. COSTARS.
  2. Purchase of items and services that are only available from one source.
  3. Purchases of goods or services that, for a justifiable reason such as compatibility or standardization, are obtained from one source among others in a competitive marketplace.
  4. Transactions valued under the most recent UGG Procurement thresholds for any item or group of items.
  5. Emergency purchases of supplies or contracted services may be made when the CEO or designee determines that an emergency exists that threatens the health, welfare, or safety of students, employees, the school, or the public. Such emergency procurements shall be made with as much competition as is practicable under the circumstances and in accordance with existing legal requirements.

HGMICS acknowledges that competitive bidding for the procurement of certain supplies including all furniture, equipment, textbooks, school supplies and other appliances and all construction contracts as designated under the

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Public School Code, 24 P.S. 8-807.1 and 7-751 are **not** required for charter schools. However, should HGMICS elect to follow said provisions, it will comply with the most recent UGG Procurement thresholds and unless otherwise exempt by law or the policy provisions included, for purchases of furniture, equipment, school supplies, appliances, and contracts for construction, reconstruction, repairs, maintenance, or work on any school building or property may require a competitive bid process.

1. Competitive bid requests (RFPs) must be advertised in accordance with the law. The law at the time of this policy is for once a week advertisement for three weeks in not less than two newspapers of general circulation and/or the HGMICS webpage.
  2. An invitation to bid must include to the extent possible: procurement description, contractual terms, and conditions applicable to procurement, including a notice of bid receipt timeline and manner of submission.
  3. With kind, quality, and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.
  4. HGMICS reserves the right to negotiate terms and conditions which may be necessary or appropriate to meet the needs of the campus.
  5. HGMICS reserves the right to reject all bids when such action is in the best interest of the school.
  6. Any requirements by law of a public school's competitive bid process not outlined by this policy will be adhered to in accordance with the law.
  7. In cases when a vendor is unable or unwilling to perform after a contract has already been approved by the Board, the CEO or Business Manager may proceed to engage the next-highest rated vendor without repeating the Board approval process so long as the total value of the contract does not exceed the amount approved by the Board.
- F. An agreement that is made by any HGMICS employee who lacks the authority to enter into the agreement on behalf of HGMICS shall not be binding upon HGMICS. Any contract entered into by an HGMICS employee outside the provisions of this policy shall be of no effect and void. Any HGMICS employee who purchases or causes to be purchased goods or services outside the provisions of this policy and its implementing regulations may be deemed personally liable for the cost thereof and may be subject to appropriate disciplinary action up to and including termination.
- G. The Board shall consider the advantages of entering into a contract for more than one year, whenever and as the law permits.
- H. HGMICS shall not knowingly enter into contract with any company that does not subscribe to and implement a policy of non-discrimination that complies with applicable local, state, and federal non-discrimination laws.