



Code: DJ-DJC
Adopted: 4/18/89
Revised: 11/18/97, 5/17/05
7/15/14, 10/20/15

Purchasing and Bidding Policy

Purchasing

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used throughout the ESD will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The business manager is appointed by the Board to serve as purchasing agent and is responsible for developing and administering the district's purchasing procedures.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget or by Board action and/or Board policy.

Directors and managers, who are responsible for their budgets, will review and approve purchases for their department or program.

The business manager will review and approve all expenditures and accounts used during the payment process.

The superintendent is authorized to enter into and approve payment on contracts obligating district funds not to exceed \$300,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations. This limit does not apply to transits to districts within the Local Service Plan or DHS Medicaid match payments that are specified as such in current budget appropriations. Payment and contract limits for other staff shall be established at the superintendent's discretion. The Board shall approve all contracts that exceed this amount including collective bargaining agreements.

No Board member, officer, employee or agent of the ESD shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or for any business with which the Board member or a relative is associated.

Bidding Requirements

The Board is the Local Contract Review Board (LCRB) for the ESD. All public contracts shall be invited in accordance with applicable competitive procurement provisions of Oregon Revised Statutes and adopted public contracting rules.

The Board, acting as its own LCRB, adopts the Oregon Attorney General's Model Public Contract Rules, OAR Chapter 137, Divisions 046 through 049 in effect at the time this policy is adopted.

Where necessary, the Board has made the written finding required by law for exemptions from competitive bidding. Such findings shall be maintained by the ESD and made available on request.

The ESD shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065 (5)(b), to determine whether any modifications need to be made to ESD rules to ensure compliance with statutory changes. New rules, as necessary, shall be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.

The Board recognizes that a public contracting agency that has not established its own rules of procedure as permitted under ORS 279A.065 (5) is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt.

END OF POLICY

Legal Reference(s):

ORS 244.040
ORS 279, 279A, 279B and 279C
ORS 294.311
ORS 328.441 - 328.470
ORS 332.075
OAR 125 Divisions 246-249