

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: DE, DE-RA, DEB, DEB-RA, DEC, DEC-RA
Responsible Office: PURCHASING OFFICE

PURCHASING PROCEDURES

A. PURPOSE

To establish procedures for the appropriate performance of the purchasing function at Anne Arundel County Public Schools (AACPS). The applicability of this policy covers the use of all funds under the responsibility of the Board of Education of Anne Arundel County (Board).

B. ISSUE

Centralized purchasing operations are essential to control purchasing activities within AACPS. Additionally, economy of aggregation, standardization, and simplification shall be achieved through centralized purchasing activities. Purchasing procedures shall be developed in compliance with the Education Article as it pertains to purchasing activities and sound business practices that support the efficient, effective, and ethical use of fiscal resources.

C. POSITION

Purchasing procedures shall recognize the importance of a highly competitive bidding environment, and encourage active participation from all segments of the business community, thereby attracting best pricing, high quality, timely delivery, and innovative solutions. Purchasing procedures shall include a variety of purchasing approaches in order to maximize the use of fiscal and human resources. Purchasing procedures shall include quotations, requests for bids, requests for proposals, cooperative purchasing agreements, master agreements, e-commerce, and others that comply with this policy. The purchasing procedures shall be easy to understand and appropriately communicated to ensure open competition on the products and services being procured by AACPS.

The purchasing procedures shall comply with the following requirements:

1. All contracts exceeding \$100,000 in value shall be reported to the Board for approval.
2. All contracts valued greater than \$25,000 to \$100,000, inclusive, shall be approved by the Purchasing Officer and reported to the Board for review. The Superintendent shall report contract modifications exceeding \$100,000. Modifications do not include

construction change orders or contract options as defined in the Purchasing Office *Procedures Manual*.

3. The Purchasing Officer shall approve all contracts valued less than or equal to \$25,000 without reporting to the Board.
4. When determined to be in the best interest of AACPS, the Board, the Superintendent or the Superintendent's designee have the right to reject any and all bids.

D. IMPLEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

Policy History: Adopted on 05/02/07; Revised 07/12/17

Note Previous Policy History: Replaces Policy 405.01, adopted 11/05/97