

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: DE, DE-RA, DEA, DEB-RA, DEC, DEC-RA

Responsible Office: OFFICE OF FINANCIAL OPERATIONS, PURCHASING DIVISION

BIDDING PROCEDURES

A. PURPOSE

To provide criteria and procedures for competitively procuring goods and services for Anne Arundel County Public Schools (AACPS).

B. ISSUE

AACPS shall ensure the least restrictive, legally compliant bidding procedures that support the efficient and effective use of available fiscal and human resources.

C. POSITION

1. Bidding procedures used by AACPS shall encourage a highly competitive procurement environment that attract active participation from all segments of the business community, thereby achieving best pricing, high quality, and timely delivery of all goods and services. Bidding procedures shall recognize the need for a competitive procurement environment yet maintain a balance with the efficient and effective use of fiscal and human resources for the purchase of goods and services.
2. To ensure that all purchases for goods and services are made in the most effective, efficient, and prudent manner possible, the most appropriate bidding procedure for the goods or services being procured shall be used. Bidding procedures shall be clear and complete, appropriately advertised, timely disseminated, include reasonable submission requirements, and fairly evaluated. Bidding procedures shall be easy to understand and appropriately communicated to ensure open competition for the products and services being procured.

D. IMPLEMENTATION

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

Policy History: Adopted on 05/18/05; Revised 07/12/17; Technical Edit 12/02/25

Note Previous Policy History: Replaces Policies 405.03, 405.06 -.08, adopted 11/05/97

Legal References: Sections 4-123 and 5-112 of the Education Article, Sections 13-109 and 14-301–309 of the State Finance and Procurement Article