

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: DE, DE-RA, DEB, IH-RA

Responsible Office: OFFICE OF FINANCIAL OPERATIONS, OFFICE OF HUMAN RESOURCES,
PURCHASING DIVISION

BIDDING PROCEDURES

A. PURPOSE

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

B. BACKGROUND

The Director of Purchasing shall determine whether it is in the best interest of AACPS to utilize available surplus property, cooperative agreements, warehouse supplies, agreements with other government entities, and existing master agreements prior to expending resources for bidding or other competitive solicitation procedures.

C. DEFINITIONS

1. **Architectural Services** – professional or creative work that is performed in connection with the design and supervision of construction or landscaping, and that requires architectural education, training, and experience. Architectural services include consultation, research, investigation, evaluation, planning, architectural design, and preparation of related documents, and coordination of services furnished by structural, civil, mechanical, and electrical engineers and other consultants.
2. **Bidder** – a person, supplier, or contractor that provides an offer in response to a Request for Bid or Request for Proposal.
3. **Business day** – any day the AACPS Central Office is open.
4. **Certified Small Business** – a business certified by the State of Maryland and meets the criteria established in §14-501 of the State Finance and Procurement Article.
5. **Construction** – the process of building, altering, repairing, improving, or demolishing any structure, building, or other improvement to real property. Construction does not include the maintenance or routine operation of an existing improvement to real property, or activities related to an energy performance contract.

6. **Contract** – an agreement entered into by AACPS for the lease of real or personal property or the acquisition of supplies, services, construction, construction related services, architectural services, or engineering services. Contract does not include an agreement between AACPS and another government entity.
7. **Contractor** – any person having a contract with AACPS. Contractor does not include an employee with an employment contract, or an employee organization with a collective bargaining agreement.
8. **Cooperative Purchasing** – procurement that coordinates and combines like requirements for goods and services with other government entities, or procurement that utilizes a contract that was awarded using public bidding procedures.
9. **Director of Purchasing** – the person authorized to manage and supervise the Purchasing Division and to formulate, enter into, or administer contracts and make written determinations and findings with respect to these contracts. Director of Purchasing also includes a designee of the Director of Purchasing acting with written authority from the Director of Purchasing to perform functions specifically delineated in writing.
10. **Emergency** – the existence of one or more of the following conditions:
 - a. A sudden and unexpected occurrence or condition which was unforeseen and that requires an action to avoid or to mitigate serious damage to public health, safety, or welfare;
 - b. Goods and services are needed and their absence could interrupt the educational program; or
 - c. An occurrence or condition must be satisfied with immediate action that does not provide sufficient time to follow policy and regulations for competition and award.
11. **Engineering Services** – professional or creative work that is performed in connection with utilities, structures, buildings, machines, equipment, and processes, and that requires engineering education, training, and experience in the application of special knowledge of the mathematical, physical, and engineering sciences. Engineering services include consultation, investigation, evaluation, planning, design, and inspection of construction for the purpose of interpreting and assuring compliance with specifications and design within the scope of inspection services. Engineering services do not include inspection of construction not requiring engineering training, and services provided in connection with an energy performance contract.

12. **Grant** – to bestow power, money, privilege, property, or other item of value that shall be conditional, although without other consideration, by the grantor upon another party. A grant does not include a contract for purposes of these procedures.
13. **Maintenance** – any work necessary for the continued operation or upkeep of a facility, structure, building, grounds, or building system, including built-in equipment or an in-ground system, that is not included within the definition of construction.
14. **Materials of Instruction** – materials defined in accordance with §5-112 of the Education Article and the *Maryland State Department of Education Financial Reporting Manual*. Materials of instruction include digital resources and student programs.
15. **Quotations** – informal oral or written price offers.
16. **Request for Bids** – any document, whether attached or incorporated by reference, used for soliciting bids under procurement by competitive sealed bidding, and the selection for award is based upon the lowest responsive and responsible bidder.
17. **Request for Proposals** – any document, whether attached or incorporated by reference, used for soliciting proposals. Selection for award is based upon the highest evaluated proposal in accordance with the weighted evaluation considering the technical and financial merits of the requirement.
18. **Responsible Bidder or Offeror** – one who has the capability in all respects to fully perform the requirements of a contract and possesses the integrity and reliability that ensure good faith performance.
19. **Responsive Bid or Proposal** – one that conforms in all material respects to the requirements of the solicitation.
20. **Service** – the rendering of time, effort, or work, rather than the furnishing of a specific physical product other than reports incidental to the required performance. Service includes the professional, personal, and contractual services provided by architects, engineers, attorneys, accountants, physicians, consultants, appraisers, and land surveyors, and where services are associated with the provision of expertise or labor, or both.
21. **Sole Source** – compliance with one or more of the following:
 - a. Only a single source exists that meets the requirements;
 - b. The compatibility of equipment, accessories or replacement parts is the paramount consideration;

- c. A sole supplier's item is needed for trial use or testing;
 - d. A sole supplier's item is needed for resale;
 - e. Certain public utility services are to be procured and only one source exists; or
 - f. In the case of an instructional related service, staff has determined to the satisfaction of the Director of Purchasing that it would be impractical to seek or utilize another source for that service.
22. **Supplies** – all tangible personal property, including equipment, leases of equipment, insurance, including necessarily associated services, and printing, but excluding interest in real property or tangible personal property acquired or used in connection with an energy performance contract.

D. PROCEDURES

1. The Purchasing Division shall obtain as much competition as is reasonable following the thresholds listed below:
 - a. All requirements less than \$10,000, competition is at the discretion of the authorized buyer;
 - b. All requirements between \$10,000 and the competitive bidding limit established in §5-112 of the Education Article, three written quotes shall be obtained and may be restricted to certified small businesses at the direction of the buyer;
 - c. All requirements of like items, singly or combined, exceeding the competitive bidding limit established in §5-112 of the Education Article shall use the public bidding procedure approved by the Director of Purchasing or the Director of Purchasing's designee; and
 - d. Cooperative procurement shall be conducted in accordance with §5-112 of the Education Article and national best practices.
2. With the approval of the Director of Purchasing or the Director of Purchasing's designee, the following may be procured or occur in accordance with the requirement for competition at the discretion of the authorized buyer:
 - a. Contracts for the purchase of books and other materials of instruction as defined in Administrative Regulation IH-RA – Materials of Instruction and the *Maryland State Department of Education Financial Reporting Manual*;
 - b. Participation in cooperative agreements for goods or commodities that are awarded by other government entities or by intergovernmental purchasing

- organizations if the lead agency for the contract follows public bidding procedures;
- c. The length of time of the bidding cycle that would adversely affect the educational process;
 - d. Negotiations will best serve the public interest and AACPS;
 - e. When the length of time of the bidding cycle may result in price increases;
 - f. A grant that identifies a named partner in the grant from which materials or services are to be acquired;
 - g. An item purchased for resale;
 - h. An item or service purchased from another governmental entity;
 - i. Maintenance support needed for software licensed in perpetuity;
 - j. Utility services purchased from a public utility; or
 - k. A *bona fide* emergency exists.
3. With the approval of the Director of Purchasing, the following may be procured without competition regardless of the dollar amount:
- a. A sole source procurement exists;
 - b. Professional services, including required educational and legal consulting, that are unique to AACPS requirements or otherwise not subject to competition; and
 - c. The agreement is between AACPS and another government entity.
4. The Purchasing Division shall advertise all solicitations over the competitive limit established in §5-112 of the Education Article, excluding the procurement of books, materials of instruction, documentable sole source and emergency requirements; solicitations restricted to prequalified bidders or cooperative procurement; and when it is impracticable to do so.
- a. The Purchasing Division shall be responsible for the selection of appropriate advertisement sources that achieve increased participation in solicitations and provide adequate public notice.

- b. The Office of Human Resources is responsible for the selection of appropriate advertisement sources, which will achieve increased participation in recruitment of personnel.

Regulation History: Issued 05/23/05; Revised 07/12/17; Technical Edit 12/02/25

Note Previous Regulation History: Replaces Policy 405.02, adopted 11/05/97

Legal References: Sections 4-123 and 5-112 of the Education Article; Sections 13-109, 14-301–309, and 14-501 of the State Finance and Procurement Article, *Maryland State Department of Education Financial Reporting Manual*