

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

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

Responsible Office: OFFICE OF FINANCIAL OPERATIONS, PURCHASING DIVISION

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 State law 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. Except for contracts awarded as emergency procurements, 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 Director of Purchasing and reported to the Board for review. The Superintendent

shall report contract modifications exceeding \$500,000. Modifications do not include construction change orders or contract options as defined in the Purchasing Division *Procedures Manual*. Contracts awarded as emergency procurements in any amount exceeding \$25,000 shall be reported to the Board for review.

3. The Director of Purchasing 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; 02/18/26

Note Previous Policy History: Replaces Policy 405.01, 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