



NON-INSTRUCTIONAL SERVICES: Purchasing

Purchasing Guidelines

I. Purpose

- A. To establish guidelines for the procurement of all goods and services used by Baltimore County Public Schools (BCPS).

II. Procedures

- A. The Office of Purchasing shall establish procedures for school administrators and office heads to obtain goods, equipment, and services essential for the effective operation of the school system. These procedures shall include a centralized purchase order process; the use of published BCPS' catalogs identifying materials, supplies, equipment, media, and textbooks approved for instructional purposes; the use of a BCPS procurement card for small dollar purchases; and for the electronic transmission of requisitions and purchase orders.

III. Formal Bids

- A. The Office of Purchasing shall establish procedures for the issuance of formal bids in compliance with Section §5-112 of the Education Article.
- B. The Office of Purchasing shall assist sponsoring schools and offices in developing specifications for the purpose of obtaining competitive bids. The specifications shall be based on knowledge of use, functional value, product life cycle, environmental impact, operational safety, and in observance of all related federal, state, and county building codes.
- C. The specifications shall identify the requirements for bid security, including, but not limited to, a bid bond, certified company or cashier's check, a performance bond, and/or a payment bond. The bid security shall be provided in an amount not less than five percent (5%) of the amount of the base bid.

IV. Advertisement

- A. All formal bids shall be advertised in accordance with §5-112 of the

Education Article. Advertisements shall be posted in the Office of Purchasing, placed on the school system's Office of Purchasing Internet site, and posted on the state of Maryland eMaryland Marketplace Internet site.

- B. Notice of formal bids shall also be issued to agencies and organizations designated by the Governor's Office of Minority Affairs.
- C. The Office of Purchasing shall have the option of advertising bids in additional publications to encourage competition and to notify construction industry resources.

V. Informal Bids and Price Solicitations

- A. The Office of Purchasing shall establish procedures for the issuance of informal bids, requests for proposals (RFP), and solicitation of price quotations.
- B. Informal bids, RFPs, and price quotations are exempt from statutory requirements for advertisement and award of contract.

VI. Instructional Materials

- A. Books and other instructional materials shall be evaluated and selected in accordance with Board Policy and Superintendent's Rule 6002, *Selection of Instructional Materials*.

VII. Volume Purchases

- A. The Office of Purchasing shall administer the issuance of contract(s) for use by schools and offices for the purchase of selected supplies, equipment, and furnishings. Information on existing state, county, or local contracts shall be made available to all schools and offices.

VIII. Time and Material Contracts

- A. Contracts may be established with vendors to perform on-call maintenance and repair work on a time and material basis.
- B. Approved vendors for time and material maintenance and repair work shall be selected in accordance with the formal bid process described above.

- C. On-call time and material vendors shall provide written price quotes for individual projects.
- D. The maximum amount paid to a time and material vendor for a single project shall not exceed \$200,000. Any project which is expected to exceed \$200,000 shall be formally bid.
- E. Time and material contractors may be used to perform emergency work in excess of \$200,000 upon approval of a declared emergency by the purchasing manager.

IX. Quality of Goods and Services

- A. The quality standard for goods, equipment, and services shall be established by the Office of Purchasing on advice of school principals and office heads. The basic criteria in determining quality shall be: the function and use of the goods, equipment, or services; availability; product standardization; packaging; the manufacturer's practices; financial stability; and prior performance of the award bidder.

X. Award of Contract

- A. To determine the vendor to whom a contract should be awarded, the following criteria may be considered:
 - 1. The purchase price.
 - 2. The reputation of the vendor's goods or services.
 - 3. The quality of the vendor's goods or services.
 - 4. The extent to which the goods or services meet the system's needs and specifications.
 - 5. The standardization of equipment or supplies.
 - 6. The vendor's past performance with the system.
 - 7. The impact on the ability of the system to comply with the laws and regulations relating to minority business enterprises.
 - 8. The total long-term cost to the system to acquire the vendor's goods or services.
 - 9. Other criteria that is determined to be essential to the decision.

XI. Ordering Goods and Services

- A. The Office of Purchasing shall establish procedures for schools and offices to order goods and services.
- B. In accordance with state law, the Office of Purchasing shall establish guidelines for the procurement of green product cleaning supplies for use in BCPS schools.
- C. A formal purchase order document may serve as a contract or shall act as a notification against an existing contract between the school system and the vendor(s).

XII. Receiving of Goods and Authorization of Payment

- A. The Offices of Purchasing and Accounting shall establish procedures for the receipt of and payment for all goods and services to schools and offices.

Legal References: *Annotated Code of Maryland, Education Article §5-112, Bids*
Annotated Code of Maryland, Education Article §7-106,
Textbooks, Materials of Instruction, and Supplies
Annotated Code of Maryland, State Finance and Procurement
Article, §14-302, Procurement from Minority Business
COMAR 21.11.03.04, *Minority Business Enterprise Policies*

Related Policies: Board of Education Policy 3125, *School Activity Funds*
Board of Education Policy 3200, *Purchases from Minority and*
Small Business Enterprises
Board of Education Policy 3209, *Purchasing Principles*
Board of Education Policy 3215, *Contracts*
Board of Education Policy 3225, *Furniture, Fixtures, and*
Equipment
Board of Education Policy 3231, *Vendor Performance Evaluation*
Board of Education Policy 3620, *Inventories*
Board of Education Policy 6002, *Selection of Instructional*
Materials
Board of Education Policy 7000 Series, *New Construction*
Board of Education Policy 8360 Sub Series, *Ethics Code*

Rule

Superintendent of Schools

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