



Responsible Office: Office of Business & Financial Services, Purchasing Department

BOARD POLICY 3320

PURCHASING PROCEDURES

PURPOSE

The Board of Trustees is dedicated to providing the highest quality goods and services at the best value through competitive pricing and solicitations while protecting the integrity of District funds and adhering to appropriate laws, policies and procedures. The District strives to maintain fair and equitable treatment of all vendors and to provide quality customer service while facilitating the District's goals of academic achievement and operational efficiency. The effective administration and oversight of solicitations and the procurement process is an essential operation of the Board of Trustees. This policy and any associated governing documents shall set the guidelines to be used in the purchasing and procurement processes within the Washoe County School District.

POLICY

1. Guiding Principles

- a. The Superintendent, Chief Financial Officer and Director of Procurement and Contracts shall establish purchasing procedures outlining rules and regulations for the purchase of goods and services in accordance with the policies of the Board of Trustees, Nevada Revised Statutes, and in the best interests of the District.
- b. The District shall adhere to all state and federal laws and regulations and their interpretations as furnished by authorized legal counsel with regard to local purchasing and the purchasing of all equipment, supplies and related services.
- c. Purchases of equipment, supplies and related services within the scope of the approved budget may be purchased, as funds are available, without special authorization by the Board of Trustees subject to the provisions of Board Policy 3321, Bids/Quotations and Contracts. Proposed purchases for goods and services not included in the scope of the approved budget or special funds must receive authorization at an official meeting of the Board of Trustees prior to any commitments being made to a vendor.
- d. Local Purchasing – When feasible, the District shall work with small and local businesses to educate, train and offer guidance to assist in

understanding the District's procurement and contracting processes. The Purchasing Department shall conduct regular outreach to small and local businesses in furtherance of this goal.

- e. The Washoe County School District reserves the right to determine when and how representatives of vendors are received by its employees; however, in all instances, vendor representatives are to be treated with courtesy and fairness.

2. Guiding Practices

- a. All specifications for supplies, equipment, and services which require bids shall be in writing. These shall be made available to all prospective bidders. Specifications, terms and conditions of all bids and quotations shall be prepared in language familiar to the trade.
- b. All District employees involved with the purchase of goods and services shall make available to all prospective bidders or vendors the same information relative to the purchase of a given item or service.
- c. Security for bids, requests for proposals and quotations, and additional security for contract performance in the form of a bid bond, performance bond, labor and material bonds, appeal bonds, cashier's or certified check drawn in favor of Washoe County School District or cash may be required, when appropriate. The Superintendent or his/her designee, Chief Financial Officer, or Director of Procurement and Contracts shall determine the proper security when related to any solicitation.
- d. Requisitions that are properly authorized and approved shall be the only basis for initiating purchasing procedures provided by utilities.
- e. Awards of business as a result of bids, quotations, negotiations or direct purchase shall be made to responsible business firms or individuals through the issuance of purchase orders or through a p-card transaction to such firms or individuals consistent with the established procedures of the District.
- f. Delivery of goods and/or services shall not commence until the vendor receives the purchase order.
 - i. Payment for goods and services shall be in accordance with the conditions of the purchase order and/or contract and upon satisfactory evidence that the vendor has delivered the merchandise or that the service has been performed, as stipulated in the conditions of the purchase order and/or contract.

- ii. Prior to payment for goods and services, all items received as the result of written purchase orders or p-card transactions shall be examined and checked to insure that the vendor has complied with all terms and conditions which are specified in the purchase order and/or contract, whenever practical.

g. Equipment, supplies and related services

- i. When possible and practical, equipment, supplies and related services: Shall be of quality and design which will provide a maximum of service with a minimum of maintenance; and, will be purchased in quantities which will result in obtaining discount prices while also considering other factors such as ordering costs, carrying costs, and storage capacities.
- ii. The Superintendent, Director of Procurement and Contracts, and Purchasing Department staff, in conjunction with District staff, shall provide a standard list of selected equipment to be used in the educational and operational functions of the District
- iii. The terms "supplies" and "equipment" shall be interpreted in accordance with the Nevada Financial Accounting Handbook, and the operational needs of the District.
- iv. The Purchasing Department, in conjunction with appropriate District staff, will establish programs and procedures designed to provide efficient management, needed replacement, and effective standardization of supplies and equipment.
- v. All specifications for supplies, equipment, and services which require bids shall be in writing. These shall be made available to all prospective bidders.

h. Educational Specifications

- i. After consultation with the personnel directly involved, educational specifications shall be developed by the Deputy Superintendent, Chief Facilities Management Officer, and Chief Operating Officer in cooperation with the appropriate members of the Leadership Team, and the Director of Procurement and Contracts relative to providing suitable instructional supplies and equipment for new schools. A minimum specification level shall be established for all schools.

DEFINITIONS

1. **Contract:** A voluntary, deliberate, and legally binding agreement between two or more competent parties. Contracts are usually written but may be spoken or implied, and generally have to do with employment, sale or lease, or tenancy.
2. **Lease:** Written or implied contract by which an owner (the lessor) of a specific asset (such as a parcel of land, building, equipment, or machinery) grants a second party (the lessee) the right to its exclusive possession and use for a specific period and under specified conditions, in return for specified periodic rental or lease payments.
3. **Bid:** Complete sealed solicitation (submitted in competition with other bidders) to execute specified job(s) within prescribed time (that usually includes labor, equipment, and materials). The bid-receiving party may reject the bid or turn it into a binding contract by accepting it.
4. **Quotation:** A formal statement of promise (submitted usually in response to a request for quotation) by potential supplier to supply the goods or services required by a buyer, at specified prices, and within a specified period. A quotation may also contain terms of sale and payment, and warranties.

DESIRED OUTCOMES

1. This policy is developed to increase the efficiency and time management of the Board of Trustees and staff, while still meeting the requirements of Nevada Revised Statutes (NRS).
2. The District's procurement process shall be instituted in a manner that is fair to all vendors and will provide for financially sound practices in the expenditure of District funds.
3. This policy and any associated documents will allow all reputable and licensed business firms and individuals to compete for the business of the Washoe County School District on a fair and equal basis.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan.
2. This policy aligns with the following WCSD governing documents:
 - a. Board Policy 3321, Bids/Quotations and Contracts

3. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. Chapter 332, Purchasing: Local Governments
 - b. Chapter 338, Public Works

REVIEW AND REPORTING

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying governing documents.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.

REVISION HISTORY

Date	Revision	Modification
2/1/1983	1.0	Adopted
5/12/1992	2.0	Revised
10/24/2006	3.0	Revised
2/24/2015	4.0	Revised: merged with the following Board Policies 3310, 3311, 3312, 3312.1, 3312.2, 3313, 3313.1, 3313.3, 3320, 3322, 3323, 3324, 3325, 3326, and 3330