



Approval for Exceptions to Bid Procedure (PUR-P215)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Finance Department requires approvals for exceptions to bids at the Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Superintendent

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer
- 3.2 Purchasing Supervisor

(Approval signature on file)

Signature	Date
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4.0 DEFINITIONS:

- 4.1 CFO – Chief Financial Officer
- 4.2 NRS – Nevada Revised Statute
- 4.3 RFP – Request for Proposal
- 4.4 WCSD - Washoe County School District
- 4.5 Objective evidence – phone call, email, letter, or other document from manufacturer, supplier, end-user, or other entity that substantiates a supplier as a sole source.

5.0 PROCEDURE:

- 5.1 Even if exempt from bid, any expenditure that is \$100,000 or more must be approved by the Board of Trustees and an RFP is recommended unless:
 - 5.1.1 Extensive, justifiable due diligence has been performed, or
 - 5.1.2 Evaluation of past working experience has been performed, or
 - 5.1.3 It is a sole source supplier and objective evidence is on file.
- 5.2 Even if exempt from bid, any expenditure that is \$100,000 or more requires approval by the Superintendent. An RFP is recommended unless:
 - 5.2.1 Extensive, justifiable due diligence has been performed, or
 - 5.2.2 Evaluation of past working experience has been performed, or
 - 5.2.3 It is a sole source supplier and objective evidence is on file.
- 5.3 Even if exempt from bid, any expenditure \$50,000 to \$100,000 is required to be approved by the CFO. An RFP is recommended unless:
 - 5.3.1 Extensive, justifiable due diligence has been performed, or



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5.3.2 Evaluation of past working experience has been performed, or

5.3.3 It is a sole source supplier and objective evidence is on file.

5.4 The waiving of formal bidding requirements does not mitigate the need to ensure purchases are competitively priced and the terms and conditions of the purchase are in the best interests of WCSD.

6.0 ASSOCIATED DOCUMENTS:

6.1 NRS 332

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Requisition	Electronic	Permanent	Electronic	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/10/08	A	Initial Release

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