

Board Policy DGA

The Board of Education approved policy revisions to DGA-Authorized Signatures at the August 18, 2017. The policy revisions to DGA require all contracts be approved by the Board of Education in accordance with state law and provides for contracts that are \$5,000 or less in value to be administratively approved (by the Director of Purchasing & Distribution -P&D) with ratification by the Board of Education, with all other contracts of value greater than \$5,000 requiring Board of Education approval before execution. The revision to the policy also includes a provision for emergency situations which allows for administrative approval by the Director of P&D and the Deputy Superintendent of Operations, with ratification by the Board of Education.

If you have any contracts/service agreements:

- **\$5,000 or less in value:** Send the contract to Christa Battaglia in Purchasing Services for review--allow three to six weeks for the review/approval process. Once approved by the Director of P&D, the contract will be provided to the vendor by Purchasing. Purchasing is responsible to include the contract on the next Board agenda.
- **\$5,001 or more in value:** Send the contract to Christa Battaglia in Purchasing Services for review--allow three to six weeks for the review process. You will also need to provide background information for the contract that will be included in the Board packet--the individual submitting the contract will need to be available to answer questions regarding the contract. The template for use in providing the board agenda background information is attached. Purchasing is responsible to include the contract on the next Board agenda. Once approved, the contract will be signed by the Director of P&D and provided to the vendor by Purchasing.
- **Emergency:** Send the contract to Christa Battaglia in Purchasing Services for review and approval. An emergency is defined in the policy as one in which failure to act immediately shall cause appreciable damage to physical facilities or the educational program, or endanger the life or health of students, staff or community or violate federal, state, local law or board policy. You will also need to provide background information for the contract that will be included in the Board packet and be able to answer questions regarding the contract. The template for use in providing the board agenda background information is attached. Emergency contracts also require approval from the Deputy Superintendent of Operations, following the contract approval by Purchasing. Purchasing is responsible to include the contract on the next Board agenda and for communicating to the vendor.

Please review the list of considerations to assist you in determining if a contract is needed:

- Detailed scope of work needed and/or performance standards are required
- Vendor will be in district facilities performing a service
- Vendor may come into contact with students
- Confidential student or employee data will be disclosed
- Service or agreement exceeds one year or include multiple renewal options
- Remedies for non-performance or non-compliance are needed and/or specified
- Unique terms or conditions are required

Board Policy DK

The policy revisions to DK identify the types of routine payments authorized for issuance and ratification by the Board of Education. All payments not expressly authorized for immediate release will be prepared for approval on a monthly basis. The policy is attached for your reference. Please carefully review the policy. The

policy changes may impact the timeline for checks to be requested, issued and released. Please communicate directly with the staff in your building/department who may be impacted by this change in the payment policy.

Purchasing Policies and Procedures

Purchasing policies and procedures have not changed

Please review the following requirements for purchases and reference the District's purchasing procedures manual for additional information.

Procurement Type	Procurement Value	Procurement Method
Products or Services	\$0 to \$999 per item or less than \$14,999 in total	Informal pricing comparison
Products or Services	\$1,000 to \$4,999 per item or \$15,000 in total	Quotes (written or verbal- minimum of (3) three quotes-page 15 of Purchasing Manual
Products or Services	\$5,000 to \$14,999 per item or \$15,001 to \$100,000 in total	Informal written bids-page 16 of Purchasing Manual
Products or Services	\$15,000 or more per item or greater than \$100,000 in total	Written formal bids from vendors in response to advertised bid-page 16 of Purchasing Manual

Your due diligence is appreciated to ensure compliance with District policies and procedures.