

PURCHASING PROCEDURE

Purchasing

The overall goal of the Nashua School District’s purchasing program is to obtain the best value for goods and services, relative to both price and quality, within the proper budgetary authority.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited. Special arrangements may be made for ordering perishable and emergency supplies.

Competitive Purchasing Procedures

All purchasing will be conducted in accordance with the Nashua Revised Ordinances, including but not limited to NRO Division 5 (Sections 2-236 through 2-255) and all other applicable local, state and federal regulations.

All procurements made with federal funds will be consistent with 2 C.F.R. §200.317 through §200.326 Procurement Standards. These policies are to ensure that goods and services are procured at the best available price, consistent with high quality, that sound business and ethical practices are adhered to and that all transactions are completed in a manner that provides for open and free communication.

The Business Administrator/Chief Operating Officer, under the general supervision of the Superintendent of Schools, shall function as the Purchasing Agent for the District. The Business Administrator/Chief Operating Officer shall have the authority to reject or award bids solicited under the appropriate purchasing procedures.

Requirements for bidding goods or services can be met by purchasing through bids or contracts available to the District through the State of New Hampshire Bureau of Purchase and Property, or regional purchasing cooperatives.

To the extent practicable, the School District shall make purchases equitable among qualified suppliers. Documentation on all bid openings shall be maintained for a period of two years.

Purchasing Authorization

A simplified acquisition procedure is permitted for the purchase of supplies or services where the aggregate amount does not exceed \$5,000 (2 CFR §220.320a).

Except as noted below, all purchasing transactions shall be officially authorized by a written purchase order signed by the Business Administrator/Chief Operating Officer, or the Assistant Director of Business/Purchasing. Purchase orders shall be submitted for approval prior to obligating the District with an order for goods or services.

Only the following requests for payment will be honored without a purchase order:

- routine travel reimbursements
- approved conference and tuition reimbursements
- petty cash reimbursements
- minor book and supply purchases not exceeding \$100 authorized by a principal or program director, when a purchase order is impractical
- food items purchased directly by the Director of Food Services or his/her designee
- advertising costs
- credit card purchases for travel or one-time items

Items may be ordered for review on a trial basis with the approval of the principal or program director, so long as no obligation to purchase the items is incurred during the trial period. If a decision is made to purchase the items, a purchase order shall be submitted.

Purchases of Cloud-Hosted Software

If the purchase is a software solution designed for non-educational productivity, the company shall be asked to provide a SOC 2 Type II report or verification that the provider's technical, administrative, and physical controls related to security, availability, processing integrity, confidentiality, and privacy of data are in place to protect the Personal Identifiable Information of the Nashua School District.

The Director of Technology/ISO will consult with the COO/Business Administrator to verify the information the provider supplies meet or exceed data privacy and security to affirm security systems are comprehensive and designed effectively.

Purchases between \$5,000 and \$10,000

The procurement method for securing services, supplies, or other property with a cost between \$5,000 and \$10,000 purchased with a federal award is relatively simple and informal (2 C.F.R. §200.320 (b)). The School District requires obtaining price or rate quotations from an adequate number of qualified sources (three or more, if reasonably obtainable) for these purchases. A purchase order is required.

Purchases Over \$10,000

The School District maintains procurement guidelines for larger purchases that follow federal requirements. Competitive bids are obtained on all items in excess of \$10,000 and approved by the Board of Education (see BOE Policy DHA).

The Business Administrator/Chief Operating Officer may approve individual open purchase orders not to exceed \$2,000 on a reasonable and prudent basis to accommodate small purchases by schools and the district office. The Business Administrator/Chief Operating Officer may approve individual open purchase orders not to exceed \$5,000 to accommodate immediate purchasing requirements in plant operations repairs.

The Business Administrator/Chief Operating Officer shall establish and maintain procedures necessary to implement these policies.

The School District awards contracts only to responsible contractors possessing the ability to perform successfully. Consideration is given to matters such as contractor integrity, compliance with public policy, record of past performance and financial and technical resources.

Legal References:

RSA 194-C:4 II (a), Superintendent Services
NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards
Business Office Procedure Manual
2 C.F.R §200.317 through §200.326
Nashua Revised Ordinances

Legal References Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

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