

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

2.5R1

**Effective Date:** May 7, 2009

**Revised Date:** February 17, 2011 \*Denotes change

**Section:** *Fiscal Management*

**Subject:** *Bids and Quotations*

**Related Policy:** 2.806

**I. DEFINITIONS**

*Goods: supplies, materials, equipment*

**II. PROCEDURES**

As per state law and Marshall County Board of Education Policy, all purchases of goods and contractual services in excess of ten thousand dollars (\$10,000), shall be based on competitive bids. \*All bids, except those paid via Special Education Funds (including Marshall County General Purpose Funds, Federal IDEA Part B and Preschool Allocations) shall originate and be executed through the Finance Department. All bids paid via Special Education funds of any kind shall be originated through the Special Education Department. All individuals requiring bids must provide any and all specifications to the Finance Department or the Special Education Department concerning the desired good/service. The Finance Department or the Special Education Department will be responsible for formulating the bid and posting it for solicitation by advertisement in the local newspaper. Collection of bids and the opening of such bids will be conducted by the Finance or Special Education Department. The retention of all bids and bidder information shall be the responsibility of the Finance or Special Education Department. All vendors or individuals submitting bids will provide Marshall County Schools verification that they have not been suspended or disbarred. The school system will also check the *Excluded Parties List System*.

\*The LEA has written procurement procedures which comply with federal regulations and ensure that the director/supervisor of each federal program documents prior approval of purchases. (EDGAR 80.36)

\*The LEA has a policy/procedure for awarding contracts that ensures the appropriate director/supervisor of each federal program has internal control for developing and awarding contracts. (EDGAR 80.36)

**III. ATTACHMENTS**

Signature on File

*Jacob Sorrells, Director of Schools*