

FINANCE

Policy 611.4.3-R

Purchasing Goods and Services

Selection of Vendor Bids and Proposals

The primary objective in selecting vendor bids and proposals is to service the operational requirements of the school district in a manner which realizes best overall value for the school district.

The secondary objective is to award business to vendors through processes which are open, competitive and ethical.

Factors to be included in consideration of selecting vendor bids and proposals include:

- a. Best value for the school district.
- b. Compliance with plans and specifications.
- c. Availability of services or goods.
- d. Included or extra warranty.
- e. Service and facilities.
- f. Value-added services provided by vendor.
- g. Delivery date.
- h. Vendor reputation.
- i. Vendor performance record.
- j. Administrative cost of conducting business.
- k. Sustainable environmental "green" products.
- l. Life cycle cost.

The school district does not have a local purchase preference.

The Purchasing Department may meet with the requestor seeking the acquisition or the pre-established acquisition team to review the bid or proposal summary and determine an award recommendation. Where the acquisition is routine and straightforward, of a small scale, or there is not a single requestor or an acquisition team to consult with, the foregoing consultation is not practical and Purchasing shall make a determination of award.

The school district, at all times, reserves the right, to reject bids or proposals on any item or items, whether because of price consideration or for any other reason that would appear to make it inadvisable to buy under the term of the bid or proposal submitted or to conclude any agreements without going out to tender.

Award

Decision on awards, after the consultation, will be documented on an Approval of Award form and made according to the dollar value of the award by persons with delegated authority.

The Board may require, by request made prior to the award being made, or the Secretary Treasurer may decide, that the decision with respect to the awarding of the tender be made by the Board.

When a tender is proposed to be awarded other than the lowest bidder, Purchasing shall ensure supporting documentation is provided, for approval by the Secretary Treasurer or designate.

Unsuccessful vendors shall be informed of the fact in writing. School district staff are not obligated to provide information other than through a pre-arranged vendor debriefing.