

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 600 Finances

TITLE: Purchases Subject To
Bid/Quotation

ADOPTED: April 27, 1981

REVISED: May 30, 2019

610 PURCHASES SUBJECT TO COMPETITIVE PROCESS

Purpose

The School District of Philadelphia (the “District”) is committed to securing goods and services using District funds from reputable and responsible suppliers in a fair and competitive manner, in accordance with applicable federal and state laws, regulations and guidance, and in the best interests of the District.

Delegation of Responsibility

The Board of Education (the “Board”) adopts this policy and authorizes the District, through the Superintendent, to designate the Office of Procurement Services as the Purchasing Agent to establish any and all managerial controls and implementing procedures necessary to ensure compliance with all applicable federal and Commonwealth laws and regulations along with applicable Board policies [2]. The Board authorizes this policy to govern all District contracts where applicable. The Office of Procurement Services shall obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the District. [1][2][3][4].

District employees at all levels are responsible and accountable for resources under their control, and all employees must adhere to the established policies and implementing procedures. The Office of Procurement Services shall make the Procurement Procedure Manual widely available to District employees; shall provide ongoing training, resources, and support as required to all appropriate employees regarding procurement policies and procedures; and shall establish a system of accountability to ensure compliance.

Guidelines

It is the policy of the District to obtain competitive bids and proposals for materials, supplies, equipment and/or professional services where such bids or proposals are required by law or may bring about cost savings to the District. The Office of Procurement Services determines the need and extent of coordinating with the user department to develop and issue the proper solicitation method depending on the commodity and dollar value of the solicitation. The procurement method selected by the purchasing officer generally depends on the estimated cost of the equipment, supplies, or services to be purchased as an aggregate and over a defined amount of time. These cost thresholds are in compliance with federal and Commonwealth laws and

regulations, in addition to best practices from National Institute of Governmental Purchasing (NIGP) and the Council of the Great City Schools (CGCS).

The extent of competition required in the procurement of goods and/or services shall be based on thresholds specified in the Administrative Procedures that accompany this policy.

Legal References:

1. 24 P.S. § 1-120
2. 24 P.S. § 8-807
3. 24 P.S. § 7-751

Related Information:

The Commonwealth of Pennsylvania Department of General Services Bureau of
Procurement – Procurement Handbook
Grant Management and Compliance Policy and Procedure Manual
62 Pa.C.S. § 4601 et seq