Quakertown Community School District (QCSD) purchases and contracts (including rentals and leases) will be made in accordance to District Policy. Applicable competitive bidding categories, authorization limits, or contract award procedures will be based on unit cost, total purchase cost for consolidated bid items, or fiscal year aggregates in the case of blanket purchase orders or similar ongoing purchasing arrangements. Staging of purchases in order to avoid these competitive bidding procedures or authorization limits is prohibited.

GENERAL PURCHASES

Purchases and contracts for supplies and equipment will be made pursuant to the following guidelines:

- **Over-the-Counter**: Purchases of less than $10,900. Although no specific purchasing requirements are established for this level of purchase, competitive process should be used whenever practical.

- **Open Market**: For purchases between $10,900 and $20,100 - Three (3) quotes must be solicited by either the requesting department or Purchasing.

- **Formal Bids/Proposals**: Purchases in excess of $20,100 will be made pursuant to the formal bidding requirements. (Contact the Business Office. Not Noted on This Sheet)

UNAUTHORIZED PURCHASES

Except for emergencies or other authorized exemptions, no purchase of supplies, services, or equipment shall be made without an authorized purchase order. Purchase orders shall be issued prior to ordering supplies, equipment and services and not “after the fact” for work already done or materials already ordered.

PURCHASING REQUIREMENTS FOR CERTAIN DOLLAR LIMITS

Purchasing dollar limits are “per order” or “per project”. Federal and State regulations specifically prohibit splitting an order to circumvent the specified dollar limits. Departments shall contact the Business Office to coordinate volume bids of repetitive requirements (i.e., the frequent purchase of items such as chemical, paper goods, etc., which annually exceed the specified limits for all departments).

- **Over-the-Counter (Purchases of Less than $10,900)**: The authority to award is granted by the level of approvers that ultimately ends with the Finance Director. Comparative pricing is not required but shall be used when practical. Prudent judgment shall be used at all times and used of cooperative agreements or purchasing networks should be utilized when available. All departments may purchase supplies and equipment of less than $10,900 without competitive bidding. However, a purchase order

CHEAT SHEET ON COMMONLY USED PURCHASING PRACTICES/TERMINOLOGY
must be requested and approved by the required level of approval to serve as a mechanism to encumber funds.

- **Open Market (Purchases Between $10,900 and $20,100):** Three oral or written competitive quotations are required for purchases. The Business Office may be requested to assist in this process. The department shall submit a requisition, which includes the recommended vendor, with all supporting documentation. Supporting documentation includes all competitive price quotes obtained, names of vendors contacted, description of the items required and certificates of insurance (if applicable). The approvers shall review the recommendation and supporting documentation and may contact additional sources for quotation.

Ultimately, the District should approve purchase to the lowest responsive and responsible bidder whose quotes fulfills the intended purpose, quality, and delivery needs of the solicitation, provided that an encumbered appropriation for that item exists. In lieu of approving the purchase, the Finance Director or designee may reject bids, or may negotiate further to obtain terms more acceptable to the District.

### BLANKET PURCHASE ORDERS

A Blanket Purchase Order is an agreement whereby the District contracts with a Vendor to provide equipment or supplies on an as-needed and often over-the-counter basis. Blanket Purchase Orders provide a mechanism whereby items which are uneconomical to stock may be purchased in a manner that allows field operations timely access to necessary materials.

**Ex:** Lowe’s Hardware

The Business Department will review Blanket Purchase Order requests based upon the following criteria:

- Location.
- Responsiveness and capabilities.
- Average dollar value and type of items to be purchased.
- Frequency of need.

**All Blanket Purchase Orders Should Include:**

- A general description of the equipment or supplies which may be charged.
- The period of time the order will remain open, not to exceed one year ending on June 30 of the current fiscal year.
- The maximum total amount which may be charged on the purchase order.
- Items excluded from the purchase, if applicable.
- Department name and phone number.
- Identification of the department(s).
- Budget Code(s) to be charged.

Once a Blanket Purchase Order is issued to a Vendor, any authorized department employee may contact the vendor directly to place orders per the terms and conditions specified in the Blanket Purchase Order.

### CONTRACT PURCHASE ORDERS

Contract Purchase Orders are the preferred method of purchasing repetitive-use items or services which may be common to several departments or within on department. Establishing Contract Purchase Orders provides a means of obtaining volume pricing based upon the combined needs of all departments, reduces the administrative costs associated with seeding redundant competitive bids and processing a Purchase Order each time an order is placed, and allows departments to order as needed, reducing the requirements to maintain large inventories of stock.
If a Contract Purchase Order exists, departments shall order all of their requirements from the successful vendor. No other source shall be used without prior approval of the Purchasing Officer. Departments shall submit, in writing to the Purchasing Division, any performance problem encountered immediately following the occurrence so that corrective action may be taken.

Contract Purchase Orders are annual and may include option for renewal for specific products, product types, or services at agreed upon prices or pricing structure and for a specified period of time.

**COOPERATIVE PURCHASES/PURCHASING NETWORKS**

QCSD participates in purchases and contracts established by other political jurisdictions, provided jurisdictions, provided the cooperative agreement is established following a competitive bid process.

Ex:) Bucks County Intermediate Unit, Keystone Purchasing Network (KPN), U.S. Communities w. Amazon Business Prime

**SOLE SOURCE PURCHASES**

Commodities and services which can be obtained from only one vendor are exempt from competitive bidding. Sole source purchases may include proprietary items sold directly from the manufacturer, items that have only one distributor authorized to sell in this area or a certain product has been proven to be the only product that has proven to be acceptable. All sole source purchases shall be supported by written documentation signed by the appropriate department head and forwarded to the Business Office. Final determination that an item is a valid source purchase is made by The Finance Director.

**EMERGENCY PURCHASES**

Purchases may be made without competitive bidding when time is of the essence, and shall be made for the following reasons:

- To preserve or protect life, health, or property; or
- Upon natural disaster; or
- To forestall a shutdown of essential public services.

Since emergency purchases do not normally provide QCSD an opportunity to obtain competitive quotes, sound judgment shall be used in keeping such orders to an absolute minimum

**PURCHASE ORDER EXEMPTIONS**

Certain purchases are not readily adaptable to the open market and formal bidding process. These purchases are generally for items where the competitive bid process is not applicable or where a check is required to accompany the order. These are limited in nature.

Ex:) Advertisements and Notices, Property Rentals, Real Property/Easement Acquisition