

## SD 42 PROCEDURE 4600.5

### PURCHASING –SELECTION OF VENDOR BIDS AND PROPOSALS

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#### 1. OBJECTIVES

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.

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

#### 2. ANALYSIS AND SELECTION

The Purchasing Department will prepare a spreadsheet summary of all bids and proposals where written competitive pricing is required pursuant to *Procedure 4600.3: Obtain Vendor Pricing*. The spreadsheet summary will summarize the key factors in considering a decision.

The Principles of Purchasing defined in *Policy 4600: Purchasing Goods & Services* are to be applied in selecting a bid as the draft recommendation. Factors to be included in this consideration consist of:

- Best value for the school district;
- Compliance with plans and specifications;
- Availability of service or goods;
- Included or extra warranty;
- Service and facilities;
- Value-added services provided by vendor;
- Delivery Date;
- Vendor reputation;
- Vendor performance record;
- Administrative cost of conducting business;
- 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/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 and 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.

**3. AWARD**

Decisions on awards after the consultant will be documented on an Approval of Award form and made according to the dollar value of the award by persons delegated authority, subject to the sections below.

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 to other than the lowest bidder, Purchasing shall ensure supporting documentation is provided, for approval by the Secretary Treasurer.

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

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