BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Bids

Instructional Materials or Supplies

Although Maryland law does not require formal bids for the purchase of instructional materials or supplies, the Board of Education believes that competition for the purchase of instructional materials above certain dollar amounts is appropriate and desirable. Accordingly, the following provisions shall apply for the purchase of instructional materials.

When the anticipated purchase price of specific instructional materials or supplies is less than or equal to the cumulative sum of $1,000,000 from the same vendor in a fiscal year, the Superintendent, or the Superintendent’s designee shall contract for its purchase at a price consistent with good quality without the need for formal bid.

When the anticipated purchase price of specific instructional materials or supplies is more than the cumulative sum of $1,000,000 from the same vendor in a fiscal year, the Superintendent or the Superintendent’s designee shall contract for its purchase with the lowest responsive qualified bidder at a price consistent with good quality through formal bid.

If, for any reason, the bid cannot be awarded to the lowest responsive qualified bidder consistent with good quality, the awarding of the contract shall be approved by the Board of Education. The Superintendent shall fully advise the Board as to the reasons for non-award of the bid to the lowest bidder.
Equipment, Materials or Supplies Other than Instructional Materials/Supplies

When the anticipated purchase price of specific equipment, materials or supplies other than instructional materials/supplies is less than or equal to the cumulative sum of $25,000 from the same vendor in a fiscal year, the Superintendent, or the Superintendent’s designee shall contract for its purchase at a price consistent with good quality without the need for formal bid.

When the anticipated purchase price of specific equipment, materials or supplies other than instructional materials/supplies is more than the cumulative sum of $25,000 from the same vendor in a fiscal year, the Superintendent or the Superintendent’s designee shall contract for its purchase with the lowest responsive qualified bidder, at a price consistent with good quality through formal bid, consistent with the requirements of Section 5-112 of the Education Article, Annotated Code of Maryland.

If, for any reason, the bid cannot be awarded to the lowest responsive qualified bidder at a price consistent with good quality, the awarding of the contract shall be approved by the Board of Education. The Superintendent shall fully advise the Board as to the reasons for non-award of the bid to the lowest responsive qualified bidder.

Instructional and Staff Development Contracted Services

Although Maryland law does not require formal bids for the purchase of instructional or staff development contracted services, the Board of Education believes that competition for the purchase of such services above certain dollar amounts is appropriate and desirable. Accordingly, the following provisions shall apply for the purchase of instructional and staff development contracted services.

When the anticipated purchase price of a specific instructional or staff development contracted service is less than or equal to the cumulative sum of $500,000 from the same vendor in a fiscal year, the Superintendent or the Superintendent’s designee shall contract for its purchase at a price consistent with good quality without the need for formal bid.

When the anticipated purchase price of a specific instructional or staff development contracted service is more than the cumulative sum of $500,000 from the same vendor in a fiscal year, the Superintendent or the Superintendent’s designee shall contract for its purchase with the lowest responsive qualified bidder at a price consistent with good quality through formal bid.

If, for any reason, the bid cannot be awarded to the lowest responsive qualified bidder consistent with good quality, the awarding of the contract shall be approved by the Board
of Education. The Superintendent shall fully advise the Board as to the reasons for non-award of the bid to the lowest responsive qualified bidder.

**Non-Instructional and Non-Staff Development Contracted Services**

Although Maryland law does not require formal bids for the purchase of most non-instructional or non-staff development contracted services, the Board of Education believes that competition for the purchase of such services above certain dollar amounts is appropriate and desirable. Accordingly, the following provisions shall apply for the purchase of non-instructional and non-staff development contracted services, unless otherwise limited by Maryland law.

When the anticipated purchase price of specific non-instructional and non-staff development contracted services is less than or equal to the cumulative sum of $250,000 from the same vendor in a fiscal year, the Superintendent or the Superintendent’s designee shall contract for its purchase at a price consistent with good quality without the need for formal bid.

When the anticipated purchase price of specific non-instructional or non-staff development contracted services is more than the cumulative sum of $250,000 from the same vendor in a fiscal year, the Superintendent or the Superintendent’s designee shall contract for its purchase with the lowest responsive qualified bidder at a price consistent with good quality through formal bid.

If, for any reason, the bid cannot be awarded to the lowest responsive qualified bidder at a price consistent with good quality, the awarding of the contract shall be approved by the Board of Education. The Superintendent shall fully advise the Board as to the reasons for non-award of the bid to the lowest responsive qualified bidder.

**Purchasing Description**

For any item or services to be bid, the specification shall contain a sufficient purchase description of the item or services so that the item or services purchased will be what the user ordered. In order to secure an item or service at the best price, use considered, with the widest opportunity for bids to be submitted for material, supplies, equipment and services of high quality, the offer to purchase shall, whenever applicable, identify a standard specification known to the trade generally and to the vendor.


Policy Adopted
10/28/71
Policy Amended
4/30/73

Policy Amended
10/13/77

Policy Amended
1/6/94
(Board Policy was not reprinted to incorporate amendments)

Policy Amended
3/14/96
(Board Policy was not reprinted to incorporate amendments)

Policy Amended
8/12/98
(Board Policy reprinted to incorporate 1/6/94 amendments)

Policy Amended
3/13/03

Policy Reviewed: No Revisions Required
1/14/05

Policy Amended
11/9/06

Policy Amended
4/29/10