

**MEDFORD SCHOOL DISTRICT  
PURCHASING PRACTICES**

**MAY 1, 2020**

All Medford School District employees must adhere to School Board Policy DJC for district purchasing. This policy is based on Oregon State Purchasing legislation for public entities. If you need assistance with purchases, please contact Jackie Flory, Purchasing Coordinator at 541-842-3780 or Ron Havniear, Director of Facilities and Project Management at 541-842-3646.

**Purchases under \$10,000:**

- Petty cash purchases may be used as a convenience for immediate purchases of low-cost supplies. Petty cash accounts will not be used to circumvent established purchasing procedures.
- For purchases less than \$1,000 a purchase card system may be used in lieu of a purchase order.
- All purchases require an approved purchase order, prior to purchase, with the exception of those purchased with petty cash or purchase card.
- Purchases may be made with a blanket purchase order with only approved vendors. The limit on blanket purchases is \$10,000 and under.
- A service contract is required. The terms and conditions of the service must be clearly stated in the contract.
- All contracts must be signed by Brad Earl, Assistant Superintendent of Operations.
- Certificates of Insurance are required for all service contracts.
- Prevailing wage for service contracts could apply if a total project cost exceeds \$50,000.

**Purchases from \$10,000 to \$49,999:**

- Three bids are required. Consumers should always make an effort to competitively bid all purchases. These can be verbal quotes or in writing. If you are using e-mail, send three (3) vendors the same e-mail listing your requirements and a time limit for the bids return. Bids should be in writing whenever possible. Documentation of this process must be sent to purchasing or attached to the requisition under "attachments". This documentation required for auditing purposes.
- The RFQ (Request for Quote) process may be used for material purchases.
- The ITB (Invitation to Bid) process may be used for materials or services.
- The RFP (Request for Proposals) process is used for services.
- Bidding protocols must be followed: Make sure bidding documents have a clear scope of work, provide all bidding vendors the same information, never have an individual conversation with any vendors, keep bids sealed until bid opening, never accept a bid after the bid opening time, and always keep the process transparent.
- Purchases cannot be fractured or separated to make them under the \$10,000 limit. Bid items cannot be broken up per school. Items need to bid as a district purchase.
- Three bids/proposals are not required if:
  - a. The vendor and product are under an existing contract with The State of Oregon, Department of Administrative Services Procurement Office and are NOT using federal funding. Best practice: Obtain three (3) quotes whenever possible. If you are using federal funding three (3) quotes MUST be obtained. State Contract purchases do not satisfy the three (3) bid requirement.
  - b. Contracts are between contracting agencies or between contracting agencies and the federal government.
  - c. Contracts for the procurement or distribution of textbooks.
  - d. Contracts made with qualified nonprofit agencies providing employment opportunities for disabled individuals.
  - e. Sole source must be proven with advertising for the item or service.
  - f. Emergency contracts.
  - g. Special procurements exempted by the Local Contract Review Board (LCRB) upon findings that would result in substantial cost savings to the contracting agency.

**Purchases from \$50,000-\$99,999:**

- All rules above apply
- Prevailing wage applies to service contracts when the total project is over \$50,000.

**Purchases of \$100,000 or over:**

- Formal bid process must be used.
- Purchases must be approved by the School Board.