

**PROCUREMENT GUIDELINES
(Purchasing Policy-G)**

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PROCUREMENT GUIDELINES

I. OBJECTIVE

To implement the Purchasing Policy (DJ) of the Board of Education of Wicomico County (Board).

II. IMPLEMENTATION

The Superintendent of Schools designates the Comptroller to effectively administer and implement these guidelines governing the procurement process. They will become effective on July 1, 2006.

III. RESPONSIBILITY

The Comptroller delegates the responsibility of the day-to-day management of the procurement process to the Procurement Manager.

IV. ORGANIZATIONAL STRUCTURE

- A. **Comptroller** - Responsible for safeguarding the assets of the Board of Education to include implementation and on-going monitoring of these guidelines.
- B. **Procurement Manager** - Directly responsible for all purchases made for the Board of Education. On a designated basis, some purchases may be handled by appointed personnel, to serve as designated Buyers (Buyers).
- C. **Buyers** - Staff members who have budget allotment responsibility - will be trained by the Procurement Manager to ensure adherence to these guidelines. Buyers may include Principals, Directors, Supervisors, Coordinators, and Facilities Engineer/Planner and Manager of Maintenance/Operations. These Buyers are authorized to purchase goods and services appropriate only to their department and within the parameters established herein.
- D. **Requisitioner** - Any Buyer or employee designated by a Buyer who requests the purchase of needed goods and/or services (i.e. school bookkeepers, supervisors' secretaries, facilities foremen).

V. PROCUREMENT MANAGER'S RESPONSIBILITIES

A. Compliance With All Laws

Annotated Code of Maryland

1. State Education Article (Section 5-112)
2. State Finance and Procurement Article
3. Other laws applicable to particular contract

B. Compliance With Procedures

1. Select a number of qualified suppliers, sufficient for meeting the completion criteria. (See Section XVIII).
2. Make Buyers and requisitioners aware of approved contracts from other agencies. These other agencies include, but are not limited to, the State of Maryland, Wicomico County, Eastern Shore Educational Consortium, and other Boards of Education. (See Section XV).
3. Develop a contract list pertinent to each particular department, i.e., school contract list, facilities contract list, etc.
4. Administer and modify or terminate contracts as necessary. (See Section IX).

5. Prepare solicitations, including selection/award criteria, and select the contract type.
6. Receive all proposals/quotations and safeguard same until the opening day.
7. Record all proposals/quotations and prepare an abstract of quotations (bid tab) using standardized bid tabulation format. (Appendix 2.A)
8. Evaluate proposals and place contracts.
9. Conduct price analysis and when necessary obtain cost analysis. (See Section XI.D.3).
10. Document all negotiations/discussions and phone calls and maintain such documentation in compliance with the Board's "record retention guidelines."
11. Issue PO's in numerical sequence.
12. Review purchase orders (PO) for completeness and accuracy. (See Section XVI.B.)
13. Not knowingly process a purchase for which funds are not available.
14. Return all purchase orders/purchase requisitions not in conformance with established criteria to the Buyer with written comments.
15. Establish and maintain a procurement history file by commodity type. This data base must include vendor name and contract terms. (See Section XX.)
16. Inform vendors of remedial actions required concerning delivered products/services not conforming to specified requirements.
17. Annually review the contract terms on the reverse side of our PO. The Board attorney should be contacted when changes are required to update the terms to current practices.

VI. BUYERS' RESPONSIBILITIES

A. Minimum Needs

Buyers of the Board are hereby notified that the Board is by no means always interested in the "best available item." Basic to the Request for Proposal/Quotation (RFP/RFQ) and award are the actual minimum needs of the Buyer. Stated another way, the specifications must describe what is required, not what is desired.

B. Submission of Purchase Requisition

Buyers will prepare a PR (Section XVI.A) and forward to the Procurement Manager when goods or services are required which exceed their purchasing authority, or fall within the category of furniture, fixtures and equipment (FFE) or technology purchases. It is the Buyer's responsibility to ensure that budget funds are available prior to issuing the requisition.

C. Submission of Purchase Order

Buyers will submit completed purchase orders (Section XVI.B) to the Procurement Manager in compliance with parameters established herein.

D. Determining Status of Purchase Orders

Buyers are responsible for determining the status of their own orders. The Procurement Manager will assist if requested by the Buyer.

E. Delivery Requirements

Buyers will be responsible for notifying recipients of the arrival and destination of items ordered.

Note: If the destination changes before or in the process of delivery, it is the Buyer's responsibility to notify the alternate receiver. (For example, if it should become necessary to direct a delivery to the warehouse for temporary storage, the buyer should contact the Manager of Operations and Maintenance prior to the goods showing up at the warehouse.)

F. Vendor Selection

1. The buyer is responsible for vendor selection when the purchase is within their purchasing authority.
2. The Buyer is responsible for recommending a vendor when the purchase is beyond their purchase authority.
3. The Buyer is responsible for obtaining any required documentation when establishing a new vendor. Such documentation includes an IRS Form W-9.

VII. REQUISITIONERS' RESPONSIBILITIES

A. Minimum Needs

Requisitioners of the Board are hereby notified that the Board is by no means always interested in the "best available item." Basic to the **Request for Proposal/Quotation** (RFP/RFQ) and award are the actual minimum needs of the Requisitioner. Stated another way, the specifications must describe what is required, not what is desired.

B. Submission of Purchase Requisition

Requisitioners will in sufficient time prior to the required delivery date, prepare a Purchase Requisition (PR) and forward to the Buyer when goods or services are required (and are not currently available under existing contracts or purchase agreements). It is the Requisitioner's responsibility to ensure that budget funds are available prior to issuing the requisition.

VIII. STANDARDS OF CONDUCT

A. Ethical Conduct

Business will be conducted ethically, in a manner above reproach and with total impartiality, and preferential treatment for none. Requisitioners and Buyers will apply sound business principles and procedures to all procurement actions and ensure that their business methods are above reproach.

B. Gifts, Favors, Entertainment, Loans

No Board employees will solicit or accept for personal gain, directly or indirectly, any gift, favor, entertainment, loan or anything of monetary value, from anyone maintaining a business connection with the Board. **No personal debt should be incurred using the name of Wicomico County Board of Education.** Violations to the aforementioned will be grounds for disciplinary action.

C. Gratuities

All Board employees will avoid any action, such as accepting a gratuity - see Board Policy DJGB - or circumstances, e.g. family relationship, or financial interest, that might conflict with the proper performance of their duties or compromise the Board's procurement process. They will also ensure that their conduct at all times demonstrates trust and confidence in the integrity of the procurement process.

Appendices 4 and/or 5 should be completed when they apply.

D. Confidentiality

Maintaining the integrity of the procurement process is of paramount importance, therefore, any person disseminating confidential procurement information during the sealed bid process or otherwise compromising the integrity of the procurement process is in violation of this trust and subject to disciplinary action.

E. Reporting Impropriety

Any employee who is aware of an improper attempt by current or potential suppliers to control the procurement process must report the incident to the Buyer, Procurement Manager, Comptroller, or Assistant Superintendent.

IX. PURCHASE CLASSIFICATIONS

The Board is committed to a policy of full and open competition, and solicitation of offers will not stop at any minimum number of bidders/offers. The Board has established the following classifications of purchases:

A. Board Contracts

1. Buyers initiate procurement with a purchase order. PO may be confirming up to \$2,000, except for FFE and technology purchases [see B.5 below]).
2. Items purchased must be those specifically identified in the Board contract limited to available budgeted funds.
3. Purchases utilizing electronic ordering systems (EDI) require the production of an order listing approved by the Buyer, attached to a "confirming" PO and forwarded to Accounts Payable.

(Details of Board contracts which are current may be obtained from the Purchasing Department, Board Office/Accounting Associates, or from the Wicomico County Board of Education web site - wcboe.org .)

B. Other purchases where Board contract doesn't exist

1. Minimum purchases - less than \$500 (except FFE and technology purchases [see B.5 below]):

Require invoice/receipt to be attached to Authorization for Payment (see Section XVI.E.) (or Procurement Card Statement) and forwarded to Accounts Payable.
2. Small purchases - between \$500 and \$2,000 (except FFE and technology purchases [see B.5 below]);
 - a. Buyers to research price by use of catalog or phone quotation from at least two (2) sources.
 - b. Documentation of research must be maintained by the Buyer and may be requested by the Procurement Manager.
 - c. The purchase order may not be "confirming" without the prior approval of the Procurement Manager.
3. Mid-range purchases - between \$2,000 and \$7,500 (except FFE and technology purchases [see B.5 below])
 - a. Buyer to research price by use of a "Request for Quotation" (RFQ) (see Section XIII) from at least three (3) sources, when possible.
 - b. Documentation of research must be maintained by the Buyer and may be requested by the Procurement Manager.

- c. The purchase order may not be "confirming" without the prior approval of the Procurement Manager.
 - d. Buyer must utilize the RFQ format supplied by the Procurement Manager. (Appendix 1.D.)
4. High-range purchases - between \$7,500 and \$25,000 [see B.5 below]
- a. Buyer to submit a PR (see Section XVI.A.) to the Procurement Manager.
 - b. The Procurement Manager will research price via RFQ, Request for Proposal (RFP) (see Section XII) or Invitation for Bid (IFB) (see Section XI).
 - c. After the awarding of a contract by the Procurement Manager the Buyer will be notified and then be asked to issue the PO. The Buyer must issue the PO because the Procurement Manager is not responsible for the availability of funds.
 - d. The purchase order may not be "confirming."
5. FFE and technology purchases less than \$25,000. Completion by all buyers of the appropriate Impact Statement (Supervisors & Administrators Handbook) is required for all technology or FFE purchases equipment purchased with a unit price that exceeds \$500.
- a. Buyer or Requisitioner to submit a PR to the Procurement Manager.
 - b. The Procurement Manager will research price via RFQ, RFP or IFB.
 - c. After the awarding of a contract by the Procurement Manager the Buyer will be notified and then be asked to issue the PO. The Buyer must issue the PO because the Procurement Manager is not responsible for the availability of funds.
 - d. The purchase order may not be "confirming."
6. Purchases of goods and services in excess of \$25,000. Completion by all buyers of the appropriate Impact Statement (*Supervisors & Administrators Handbook*)is required for all technology or FFE purchases.
- a. Buyer to submit a PR to the Procurement Manager.
 - b. The Procurement Manager will prepare an "Invitation for Bid" (IFB).
 - c. After the awarding of a contract by the Procurement Manager the Buyer will be notified and then be asked to issue the PO. The Buyer must issue the PO because the Procurement Manager is not responsible for the availability of funds.
 - d. The purchase order may not be "confirming."

C. Rentals or Leases

Acquiring goods or services by means of rental or leasing arrangements (that exceed a 12-month period) must originate with the Procurement Manager.

X. CONTRACTS

All purchasing instruments that lead to a written contract document in addition to the PO must be approved and executed by the Procurement Manager. All such contracts should include a provision requesting supporting documentation for expense reimbursements requested by the vendor.

XI. INVITATIONS FOR BID (IFB)

A. Description

Invitations for bids are normally used for purchases exceeding \$25,000 as defined in Section 5-112 of the Education Article. Since there is really no such thing as a standard "invitation for bid", this part will address only the items required to be a part of the invitation for bid.

1. Cover
2. Notice to bidder
3. General conditions
4. Special conditions
5. Scope of work
6. Form of proposal

B. Buyer's/Requisitioner's Review

Prior to distributing an IFB the Procurement Manager will forward a copy of the IFB to the initiating Buyer or Requisitioner for review. The Buyer or Requisitioner has forty-eight (48) hours to respond to the Procurement Manager about any concerns.

C. Notification

As required by State law, IFBs will be advertised at least two (2) weeks before bid opening.

D. IFB Evaluation

1. After the Abstract of Proposals is completed, the Procurement Manager will initiate the process for selecting the successful bidder. He will evaluate the offer in view of the following criteria:
 - a. Lowest responsive offer from a responsible bidder.
 - b. Adherence to specifications and requested design or material composition.
 - c. Delivery commitments exclusive and inclusive of lowest price (in the case of a "required" delivery date, a proposal whose offer does not meet the required delivery date will be deemed an irregularity which the Board may, at its sole discretion, waive).
 - d. Vendor's compliance with instructions for submitting required documentation.
 - e. Budgetary constraints.
 - f. Total life-cycle cost.
2. Technical Evaluation/Source Selection
 - a. Evaluation criteria must be established prior to the opening of a proposal. This criteria may give preference to those characteristics which are desired by the Board.
 - b. Proposals for complex items or for services involving specifications and/or drawings or Scope of Work to be performed will be forwarded to the Buyer or Requisitioner for technical evaluation in accordance with the award criteria.

- c. Upon completion of the technical evaluation the Buyer or Requisitioner will submit a written recommendation of the technical evaluation to the Procurement Manager.

3. Price Analysis and Cost Analysis

This part describes the minimum actions the Procurement Manager must take to determine and document a fair and reasonable price. There are two accepted methods to determine the fairness and reasonableness of a proposal:

- a. Price analysis is simply a comparative process to determine the Board's total cost of acquisition. Price analysis is the most used method to determine a fair and reasonable price because it is less complex and time-consuming than other methods. A form of price analysis is to be used on every purchasing action. The accepted forms of price analysis are:

- (1) Adequate price competition - adequate price competition exists when:

- (a) At least two responsible bidders respond to the IFB
- (b) The bidders are able to satisfy the requirement
- (c) The bidders respond independently
- (d) The bidders submitted offers which respond to the expressed requirements of the solicitation.
- (e) After bids are opened, the Procurement Manager determines that only one bidder has submitted a responsive bid, the Superintendent may direct the Procurement Manager to negotiate the procurement contract with the bidder under the procedures for sole source (single source) procurement.

- (2) Prices Set by Law or Regulation

A copy of the rate schedules set by the applicable law or regulation will be obtained and included in the purchase file for verification of the price(s) quoted.

- (3) Established Catalog Prices and Market Prices

- (a) A copy of the catalog/published price list, or, at least, the page on which the price(s) appear(s) must be obtained and included in the purchase file for verification of the offered price(s).
- (b) Established market prices are based on the same principle as catalog prices except there is no catalog. A market price is a current price established in the usual or ordinary course of business between buyers and sellers free to bargain. Prices must be verified independent of the bidder and the file documented accordingly.

- (c) Comparison to Previous Competitive Purchases

This determination method must be used when only a single vendor has supplied an offer. A physical review of the previous files must be performed taking into consideration, changes in quality, quantity, delivery schedules and economic situation. Further, the Procurement Manager must ensure that the previous price was determined to be fair and reasonable. The Procurement Manager will also document phone conversations with other vendors, businesses, and trade sources for current market prices for similar products or services to determine the reasonableness of the offer.

- b. Cost analysis is an element-by-element analysis of the costs which make up the total price. This method should be used in addition to the price analysis for construction related bids estimated to exceed \$50,000.

A cost estimate must be provided by the Buyer or Requisitioner, prior to distributing the IFB .

To be considered fair and reasonable, the offered price should fall within ten (10) percent of the cost estimate.

If no offers fall within the 10% range, the Procurement Manager will return the cost estimate to the Buyer or Requisitioner requesting a written analysis as to why and obtain an updated cost estimate based on the analysis. Such documentation will become a part of the IFB file.

- c. Sole source (Single Source) Procurement -
 - (1) Whenever the Procurement Manager determines that there is only one available source for a procurement contract the Procurement Manager may recommend award of the procurement contract without bidding.
 - (2) Prior to awarding a Sole Source (Single Source) contract, the Procurement Manager shall:
 - (a) Receive approval as follows:
 - i. Less than \$7,500, from the Assistant Superintendent with budgetary responsibility;
 - ii. Between \$7,500 and \$25,000, from the Superintendent;
 - iii. Greater than \$25,000, from the Board, and
 - iv. From any other, as required by law.
 - (b) Perform a cost analysis of the proposed contract.
 - (3) The Procurement Manager may negotiate a Sole Source or Single Source contract.

E. Recommendation of Award

- 1. After evaluating the offers, recommendation of award to the evaluated lowest responsive and responsible bidder will be made to the Board.
- 2. Equal Low Offers

If, after evaluation, two or more offers remain equal in all respects, award will be made utilizing the following criteria:

- a. Award to the firm whose place of business is located in Wicomico County if remaining firm(s) are located outside of Wicomico County. (In the event that both companies are from Wicomico County consider most frequent recent satisfactory use.)
- b. If the situation in "a." above does not exist, award to firm who has previously done business with the Board, if the other firm(s) have not.
- c. If neither of the above situations in "a." or "b." above exists, then the selection will be performed by drawing lots, which will be supervised by the Procurement Manager and witnessed by the Comptroller. Vendors involved will be notified of the time and place of the lot drawing. This process must be documented and such documentation become a part of the IFB file.

XII. REQUEST FOR PROPOSAL (RFP) - Formal Inquiry

A Request for Proposal (RFP) is an IFB which allows the Board to purchase products or services, the evaluation of which is subjective in nature.

A. The RFP may only be used to establish a contract for:

- 1. Architectural and Engineering Services (see Board Policy FEB)
- 2. Auditing Services
- 3. Banking Services

4. Insurance Coverage
 5. Other types of services such as major custom software : administrative and/or instructional.
- B. An RFP is more costly and complicated to prepare, and is only to be issued when an IFB would not be in the best interest of the Board.
 - C. An RFP allows the Procurement Manager and evaluation committee to establish additional evaluation criteria which may be subjective in nature.
 - D. The RFP may allow the Board's evaluation committee to evaluate the technical aspects of each vendor's proposal and to determine which solutions are technically acceptable.
 - E. The RFP may allow the Board to request the "short list" of vendors who submitted a technically acceptable solution to then submit a "best and final" offer. The Procurement Manager and the Board's evaluation committee will then determine which "best and final" offer provides the most cost effective solution.

XIII. REQUEST FOR QUOTATION (RFQ) - Informal Inquiry

Informal format to be used by a Buyer or the Procurement Manager for purchases within their authority. Evaluation would include any and all methods itemized in Section XI. (Appendix 1.D.)

XIV. BLANKET PURCHASE AGREEMENT (BPA)

A. Board Contract

A Blanket Purchase Agreement (BPA) is a form of contract for which the terms and conditions are established in advance of actual purchases. It is a simplified method of filling anticipated repetitive requirements for supplies or services by established "charge accounts" with qualified vendors during a specified period. BPA's are designed to reduce the administrative cost of small purchases by eliminating the need for issuing individual purchase orders for each purchase. The Board will encourage the use of BPA's for recurring purchases of small-dollar items.

1. The Procurement Manager will decide whether or not a BPA is the appropriate contract method upon review of a completed PR, and the recommendation of the Buyer.
2. BPA's may be created by direct negotiations between the Procurement Manager, Buyer and vendor(s). BPA's will be assigned a BPA number, similar to our contract numbering system.
3. Initial term of BPA will not exceed 12 months. Renewals will be established on an annual basis by the Procurement Manager. The Buyer can request, or the Procurement Manager can determine, at any time, that a BPA not be renewed or continued. The Procurement Manager will review renewal and determine the effectiveness of the BPA at least thirty (30) days prior to renewal date.
4. Documentation should follow procedures established for Authorization for Payment of Invoices (Section XVI.E.), or Blanket Purchase Order (BPO) if the Buyer considers it appropriate (Section XVI.C.)

B. Types of BPA's

There are two types of BPA's: unpriced BPA's and prepriced BPA's.

1. Unpriced BPA's

This type of BPA is utilized when there is a wide variety of generally purchased items in a broad class of goods. However, the exact items, quantities and delivery requirements are not known in advance and may vary. For items of the same type, unpriced BPA's may be placed concurrently with more than one vendor. Competitive sources should be given an equal opportunity to furnish supplies or services.

2. Prepriced BPA's
 - a. This type of BPA is utilized when there are repetitive needs for specific items or services, but the exact quantities or delivery requirements are not known in advance and may vary.
 - b. The prepriced BPA will be issued to the successful supplier whose offer is the most advantageous to the Board.
- C. Special Conditions governing Blanket Purchase Agreements
1. Items purchased cannot exceed the balance established by the blanket PO issued against a BPA.
 2. Items purchased must be only those specifically identified in the BPA.
 3. Purchase orders in this class may be "confirming" up to \$2,000.
 4. Purchases utilizing electronic ordering systems require the production of an order listing approved by the Buyer, attached to a "confirming" PO and forwarded to Accounts Payable.
- D. Format

BPA's will contain the following terms and conditions:

1. Description of agreement. A statement that the vendor will furnish supplies or services when requested by authorized individual(s) during a specified period. The agreement should state that a Board identification card must be presented and whether a PO# must be provided in order for an individual to be considered an authorized receiver.
2. Extent of obligation. A statement that the Board is obligated only to the extent of authorized purchases actually made under the BPA.
3. Pricing (unpriced BPA). A statement that the prices to the Board will be as low or lower than those charged to the vendor's most favored customer for comparable quantities or an agreed-upon level of discount off retail or catalog price.
4. Purchase limitation. A statement that places a dollar limitation for each order under the BPA.

XV. "PIGGY-BACKING" CONTRACTS

A. Non-Board Contracts

1. Public school systems in Maryland may "piggy-back" State of Maryland procurement contracts when authorized by the Department of General Services (DGS).
 2. Contracts made available from Cooperative bidding, other Boards of Education, Consortiums, County, or Municipal Governments which contain a proper "piggy-backing" provision may be used.
- B. Procurement Manager's Responsibility - obtain all necessary information concerning DGS contracts and inform all Requisitioners of the availability of such contracts. These contracts will be added to the contract list provided to each department.
- C. Requisitioner's Responsibility - may use DGS contracts which are approved by the Procurement Manager. However, a requisitioner is encouraged to obtain copies of previously unknown DGS contracts and forward them to the Procurement Manager for approval.

XVI. PURCHASING INSTRUMENTS

A. Purchase Requisition

1. An action to effect the procurement of supplies and/or services for which a contract or agreement does not currently exist, or is beyond the limits of authority of the Buyer, will be initiated by the Procurement Manager only after receipt of a Purchase Requisition (PR) prepared in conformity with instructions in this section.
2. The PR is a document which initiates the assistance of the Procurement Manager. (Appendix 1.A) It provides information that: (I) describes the required goods or services clearly and completely so that the Procurement Manager may obtain acceptable offers to meet the needs; and (ii) defines any recommendation it makes. The Buyer who identifies the requirement and is responsible for preparing the PR will include with the request, as a minimum:
 - a. Specification or description of work to be performed, including quality requirements, known sources, manufacturer spec sheets or brochures, if applicable.

(1) Supplies, Material and FFE

The item to be acquired must be described in such a way that there will be assurance that the final contract will result in acquisition of the required product of the required quality. The purchase description should set forth all the essential physical and functional characteristics of the item required. At the same time, purchase descriptions should not be written so as to specify a product or a particular feature of a product which would unnecessarily restrict the item to one manufacturer or supplier. If only a particular product will meet the minimum needs and the request would limit the purchase to certain manufacturers, justification prepared by the Buyer is required.

NOTE: When replacing FFE the Buyer should indicate on the PR the condition of the FFE being replaced and whether it will be discarded by the Buyer (also see General Fixed Asset Policy). The PR should also indicate what supplies, if any, will be surplus due to the removal of the FFE.

(2) Services

A description of required services must include all that will be required of the contractor, including measurable standards to which he or she is to perform.

- b. Budgeted amount (cost estimate) and source of funding - Account number/s is/are required. It is the Requisitioner's responsibility to ensure that budget funds are available prior to issuing the requisition
- c. Delivery or performance schedules that are realistic and specific. Also included should be liquidated damages to be charged if contractor/vendor fails to provide the goods or services on time.
 - (1) Required Delivery Date. The required delivery date will be stated in terms of a specific date or the period of performance. Special attention must be given to this requirement and must take into account lead time required by the Procurement Manager to prepare the solicitation, the ability of the market to respond, evaluation of the proposals lead time necessary to obtain Board approval, if required.

NOTE: There are two Lead Times to be considered -Procurement Manager Lead Time and Vendor Lead Time. Lead time varies with the technical complexity of the supplies or services to be acquired, and the scope of the program involved. For details regarding Lead Time see Appendix 2.

- (2) In establishing a realistic delivery date, attention must be given to Lead Time and Emergency Requirements. (See Appendix 2.D)

- (3) Expedited delivery is more expensive and requires justification (signed by the appropriate director.)

NOTE: Certain situations may arise wherein a definite period cannot be provided (must be justified prior to contract award). Such procurement actions will state in the RFP that the performance period will be defined by issuance of a contract modification as soon as the required performance period is known.

- d. Packing, transportation and delivery requirements
- e. Special Conditions or circumstances, if any, and necessary justification
- f. Suggested sources. The Buyer may recommend sources; however, they are in no way binding on the Procurement Manager. The Procurement Manager has the sole responsibility for source selection and obtaining prices.

NOTE: The Board will award to the low responsive and responsible bidder. It is the responsibility of the requisitioner to recommend to the Procurement Manager any additional evaluation criteria. The Procurement Manager will evaluate and approve this additional evaluation criteria.

3. The Procurement Manager is not charged with the responsibility for verifying the validity of requirements. However, the Procurement Manager will advise the Buyer of apparent or obvious errors in his/her requirements.
4. The Procurement Manager will return PRs which do not contain sufficient information, or lack proper documentation to permit initiation of procurement action, or which otherwise do not conform with regulatory directives. Minor deficiencies may be corrected by telephone and documented on the PR or supporting document. Accepted PRs will be logged in the PROCUREMENT CALENDAR.
5. Emergency Requirements: An unexpected situation which is so compelling that, if not corrected immediately, would endanger life, property or adversely affect operations. The urgency is so great that it precludes requisitioning through normal supply channels, use of normal contracting methods and obtaining advanced approvals normally required to respond to the situation.

Section 5-112 of the Education Article exempts **emergency repairs** required during the regular school year from the requirement to advertise bids.

An emergency statement must be typed on the face of the Purchase Order. (Appendix 2.D)

B. Purchase Order

1. Action to effect procurement of supplies and/or services for which a contract or agreement does exist, or which are within the purchasing authority of the Buyer (per Section IX).
2. The Purchase Order (PO) is:
 - a. the legal document used by the Board to contract with a vendor to purchase goods or services,
 - b. the mechanism by which funds are obligated,
 - c. the receiving report, except in the case of Blanket Purchase Agreements and partial deliveries.
3. A PO is not
 - a. an Authorization for Payment,
 - b. a Transmittal for the actual vendor's invoice.

PO's should not be held awaiting a vendor invoice.

4. Initiation of a P O

- a. Procurement Manager - in all situations a contract must originate with the Procurement Manager. After the awarding of a contract by the Procurement Manager the Buyer will issue the PO. The Buyer must issue the PO because the Procurement Manager is not responsible for the availability of funds.
- b. Buyers - a PO may be initiated by a Buyer under the following conditions:
 - (1) Purchasing contract exists as follows:
 - (a) Board Contract; or
 - (b) "Piggy-Backing" an approved contract or other Contract (See Section XV.)
 - (2) Blanket Purchase Agreement (BPA) (priced and unpriced) exists.
 - (3) Small purchases - see section IX.B.
 - (4) Mid-range purchases - see section IX.B.
 - (5) Securing consultants for in-service training of staff, within limits of authority - see section IX.B.

5. Formatting

- a. Standard formatting for Purchase Orders is contained in Appendix 2.E.
- b. It is the intent that the PO be completed in accordance with the information contained within these guidelines.
- c. In case of error, Purchase Orders should be marked "VOID" dated, and returned (the complete set of copies) to the Purchasing Department. Be sure the word "VOID" shows on all copies of the Purchase Order set.

6. Distribution & Processing of Purchase Orders -

- a. Detach chalk white (project copy) to retain for file purposes.
- b. Obtain necessary authorized signatures (Appendix 3.)
- c. Forward top five copies of Purchase Order plus attachments (3 copies) to Finance Department for authorization and processing.
 - (1) P O must be reviewed by the Procurement Manager for completeness and accuracy prior to being sent to a vendor.
 - (2) Purchase orders requesting prepayment must also be authorized by the Comptroller, with the exception of magazine subscriptions when the amount doesn't exceed \$500. **In cases of prepayment, the green copy of the purchase order should be signed before sending to the Finance Department.**
 - (3) The Procurement Manager will then distribute as follows:
 - (a) White copy (vendor copy) - to be mailed to vendor by Procurement Manager or Buyer, unless confirming order
 - (b) Yellow copy (encumbrances copy) - to be forwarded to Data Processing for entry into our accounts payable system.

- (c) Pink copy (accounts payable copy) - to be forwarded to Accounts Payable Clerk to place in open PO file.
- (d) Green copy (receiving copy) - To be forwarded to receiver(s).
- (e) Goldenrod copy (principal's file copy) - to be forwarded to requisitioner for file purposes and evidence of approval and placement of the order.

d. Open purchase orders will only be closed when

- (1) evidence has been received by the Finance Department that the order is complete, or
- (2) the order is canceled.

Purchase orders may be canceled by the Procurement Manager or Buyer, but such cancellation must be in writing with a copy of the letter forwarded to Accounts Payable. The requesting department must accept liability for costs incurred by the vendor or supplier as a result of the cancellation. Such costs must be reviewed by the Procurement Manager.

C. Blanket Purchase Order (BPO)

An internal form which does not commit the Board, simply encumbers funds. The white copy is not mailed.

To preclude excessive burden on vendors of unpriced orders as well as eliminating an excessive potential liability on the Board, all PO's to initiate such BPO's will be for a specific period of time and amount. Once the time period or specified amount has expired the PO is void. The BPO must specify these conditions.

D. Change Order

- 1. A Change Order (CO) is a document (Appendix 1.B) used to amend or modify a condition of a contract agreement already established by a PO and to communicate those changes to both the vendor, the Purchasing Department and the Accounts Payable Department.
- 2. A CO may only be issued by the Buyer responsible for the original PO, or the Procurement Manager, and must follow the signature requirements as per Appendix 3.
- 3. A CO may be issued for contract related services relative to the construction, alteration, or repair of equipment or facilities. A CO may be issued to adjust a PO for the purchase of supplies or equipment if the vendor does not require a separate PO.

Note: CO's involving IAC funds must follow the current guidelines outlined in the IAC Manual and are excluded from the limits of "4." below.

- 4. A CO can only be issued when the value of the CO does not exceed the greater of 10% of the original PO or \$1000. Exceptions to these parameters must be approved by the Comptroller. In the case of multiple CO's to a single PO, the aggregate sum of all CO's issued to date shall establish the basis for the value limit increase.
- 5. The CO format shall be as indicated in Appendix 1.B. and processed as follows:
 - a. A copy (as requested) mailed to the vendor or supplier by the Purchasing Department.
 - b. A copy forwarded to Accounts Payable Clerk after approval by the Procurement Manager. Accounts Payable Clerk attaches the change order to the open PO copy (pink copy) and then performs PO maintenance in the data processing system.
 - c. Buyer is to retain a copy of CO prior to forwarding to the Procurement Manager.

- d. Procurement Manager shall notify Buyer if CO is not approved.
6. A CO may be requested by the Accounts Payable Clerk when an invoice exceeds the amount of the PO. The Accounts Payable Clerk will process as required. The comptroller shall approve all such CO requests.

E. Authorization for Payment of Invoice (AFPI) (Appendix 1.C)

1. Action to effect payment by Accounts Payable for purchases described in this section
2. This form does not replace the use of the Purchase Order, except as indicated in 4.e. below.
3. Only Buyers may use this form to initiate a payment.
4. The AFPI should only be used in the following situations:
 - a. Minimum purchases (as described in Section IX.B); examples:
 - (1) Reimbursement to teachers for minimum (under \$500), miscellaneous purchases of materials of instruction
 - (2) Reimbursement to schools (under \$500).
 - b. Payment of dues to professional organizations
 - c. Payment of conference registration fees and prepayment of lodging accommodations when such is required
 - d. Payment of subscription renewals to magazines or other periodicals when such requires a check to accompany the order
 - e. Payment of invoices involving emergency situations as defined in Section XVI.A.5. An Emergency Statement must be typed on the AFPI - see Appendix 2.D.
 - f. Exceptional payments authorized by the Comptroller.
5. The AFPI'S primary function is to serve as a transmittal form to route receipts and invoices to Accounts Payable for payment. Because of this the AFPI is a WordP document not a pre-printed form. In other words, the format of the AFPI is a document file available to Buyers. It will be prepared via the word processor only when needed. See Appendix 1.C for the sample format and file name.
6. The AFPI should contain a numbering system that consists of the Buyer's departmental (school) number, Buyer's initials and a 4-digit number corresponding with the date (month and day), e.g. 65-EC-0317. The form will be allocated as follows:
 - a. One copy to Accounts Payable with all receipts/invoices attached
 - b. One copy retained by the Buyer in format preferred (hard copy or data file)

F. PROCUREMENT CARDS

Wicomico County Board of Education (WCBE) has established a Procurement Card program for authorized Board employees. The card enables employees to make minimum purchases (except FFE and technology purchases [see B.5]) that are necessary for Board operations without having to request prior authorization within budgetary authority and create purchase orders. Use of the card will provide faster delivery to the end user and reduce substantially the administrative paperwork involved in buying and paying for low dollar items.

A limited number of Travel Procurement Cards are available for use within the WCBE Meal and Lodging Costs Guidelines contained in the Administrators' and Supervisors' Handbook. Application for use of such cards is handled through the Program Administrator. A form for this purpose is available via e-mail or on the web page at wcboe.org. Appendix 1G)

1. STANDARDS OF CONDUCT

WCBE employees hold a public trust; their conduct must meet the highest ethical standards. All WCBE employees shall use the Procurement Card to purchase items of supply and services within these guidelines. Cardholders and Buyers acknowledge that making false statements on Procurement Card records may provide support for removing the employee from WCBE service. WCBE may punish wrongdoers by suspension or termination of employment, fine, or criminal prosecution.

All Cardholders will be required to sign the DELEGATION OF AUTHORITY FORM (Appendix 1.E). All users of Travel Procurement Cards are required to sign a similar form (Appendix 1.G.)

2. RESPONSIBILITIES

- a. The Procurement Manager will serve as the focal point for coordination of issuance and destruction of cards, establishment of reports and administrative training, and serve as the liaison between the Board and the card-provider.
- b. The Accounts Payable Clerk II will coordinate, process and monitor all disputed purchases, credits or billing errors.
- c. Buyers are responsible for their individual card activity as well as for the card activities of a certain number of subordinate Cardholders. The Buyer or a designated Requisitioner is responsible for reviewing the Cardholders' monthly statement of account to ensure purchases are made in accordance with these guidelines.
- d. The Cardholder is the employee to whom a card is issued. The card bears the employee's name and may **only** be used by the employee to make authorized purchases for the Board.

3. DOLLAR LIMITS

Use of the card is subject to the purchasing limits established in Section IX of these guidelines, and a monthly aggregate limit to be set by the Buyer. The monthly aggregate may be modified as circumstances necessitate through a request made to the Procurement Manager.

These limits are coded for each card and will be identified each time a purchase is attempted. Authorization for a purchase will be approved only if the purchase falls within the dollar limits coded on the Cardholder's file.

4. PROCEDURES FOR USE OF THE CARD

- a. Each card is embossed with Cardholder's name and the Wicomico County unique budget account number. All purchases should be tax exempt. Please bring the sales tax exempt number which is printed on each card to the attention of the vendor.
- b. Each card identifies (electronically) the dollar limits set for that Cardholder and the authorized Merchant Category Codes (MCC).
- c. Each card is assigned a unique budget account number to establish accounting for each purchase at the time the Procurement Manager assigns a card to a Buyer.
- d. Buyer is responsible for tracking budget allocations and must ensure that funds are available to pay for items being purchased.

- e. Authorization for a purchase will be approved only if the vendor's Merchant Category Code on the Cardholders' file allows purchases at that particular type of vendor or business. Vendor types have been pre-selected by the Purchasing Department. Vendors are identified as to their type of business by an MCC code. The MCC is coded for each card and will be identified each time a purchase is requested.
- f. Each and every purchase must be supported by a card receipt from the vendor. The receipt must include vendor name, amount, date, and itemized description of item(s) purchased. **Note:** A vendor packing slip or vendor invoice will suffice. If such a document is not available, please note what items were purchased directly on the Procurement Card receipt. Ensure that your description satisfies the needs of your Buyer.
- g. At the end of each day each Cardholder (who is not a Buyer) must turn over to his/her Buyer or designated Card Reconciler all card receipts.
- h. If Buyers determine that additional cards are needed for their departments, a request should be made of the Procurement Manager who will initiate the Cardholder set-up procedure.

5. RECONCILIATION OF CHARGES

- a. The billing cycle Cardholder's Memo Statement supplied by the card provider will be distributed to the Cardholder's department upon its receipt.
- b. The Cardholder, or designated Department Card Reconciler, is responsible for matching all card receipts to the billing cycle Cardholder's Memo Statement and will forward the Statement with receipts to the Buyer. A copy of the statement should be kept for records.
- c. The Buyer shall review the Cardholder's Memo Statement and sign it in the designated place. The Buyer will then forward the Statement (with receipts) to Finance Department designee.

(NOTE - 1C999 accounts (school checkbook): The School Bookkeeper should forward a copy of the Cardholder's Memo Statement (signed in the designated place by the Principal), together with a check in payment of the total spent (net of any disputes). Retain original statement and receipts for all purchases made with the non-public (school) fund Procurement Card.)

- d. If sales tax has been charged on the receipt, the Buyer, or designated Card Reconciler, should contact the vendor for a credit. The tax must be charged for the current period. The tax should be reversed once the credit appears.
- e. Returns must be run through the Procurement Card; no cash refunds.
- f. Any discrepancies between the amount billed and the receipt must be resolved by the Buyer, or designated Card Reconciler. Please note the reason for the discrepancy on the receipt, and who was contacted, to resolve the discrepancy. If efforts to resolve the problem fail, they should notify the Finance Department designee.
- g. If an item(s) was returned to the vendor, but the credit was applied to the next billing cycle, the item must be charged for the current period. The charge should be reversed once the credit appears. Subsequent statements must be checked for the credit. If credit does not appear by the second subsequent statement, the Buyer, or designated Card Reconciler, should contact the Finance Department designee.
- h. To dispute or question a charge, the Buyer, or designated Card Reconciler, should follow the bank's instructions printed on the billing cycle statement.

6. ACCOUNTS PAYABLE PROCEDURES

- a. Finance Department designee should match all individual Cardholder statements to the Financial Summary Report.
- b. Finance Department designee will notify Accounting Manager of amount to be charged for the billing period to our cash account.

7. LOST OR STOLEN CARDS

- a. Cardholders report lost or stolen cards immediately to the Program Administrator.
- b. Cardholder must also notify his/her Buyer of the lost or stolen card within one (1) work day after discovering the card missing. The Buyer shall submit a report to the Procurement Manager within two (2) working days. The report shall include the card number; the Cardholder's complete name; the date and location of the loss; date and time the provider was notified and the name of the person spoken with; any purchase(s) made on the day the card was lost/stolen; and any other pertinent information.
- c. Indicate if replacement card should be ordered. If requested, a replacement card will be mailed within two (2) business days of the reported loss or theft. A card that is subsequently found by the Cardholder after being reported lost or stolen should be cut in half and forwarded to the Procurement Manager.

8. CANCELLATION OF CARDS

- a. Cards should be canceled immediately if an employee terminates employment, transfers to another department or assumes different duties that do not require the use of the Procurement Card.
- b. It is the Buyer's responsibility to notify the Procurement Manager of all such terminations or transfers.
- c. Procurement Cards are canceled by the Buyer reclaiming the card, cutting the card in half, and returning the card to the Procurement Manager.

XVII. SIGNATURE REQUIREMENTS FOR ALL PURCHASING INSTRUMENTS

Levels of Authorization

Various levels of authorization of our numerous purchasing instruments are disclosed in Appendix 3. These levels of authorization help to ensure that the purchase conforms to Board policies and procedures.

XVIII. SELECTION OF SUPPLIERS

A. Considerations -

Even though the selection of competent suppliers is a basic responsibility of the Procurement Manager, there is no standard by which all suppliers can be judged due to the wide variety of materials, **FFE** and services required by the Board. There are, however, several major considerations and sources of information which the Procurement Manager may use to locate sources and guide him/her in the selection of suppliers:

1. Master vendors' mailing list/procurement history file
2. Technical and business reputation of a company
3. Past performance of a company, if previously used by the Board
4. Recommended sources (input from Requisitioners/ Buyers)
5. Recommendations from other sources
6. Information obtained from trade fairs, catalogs, trade journals, sales literature and other publications
7. Published registers, such as the "Thomas Register"
8. Purchasing source lists
9. Classified sections of telephone directories
10. Buyer's knowledge and experience
11. Professional associations
12. Contacts with salespersons and vendor representatives

B. Ineligible Suppliers -

Every supplier requesting an opportunity to render an offer will be given the opportunity to do so, unless there is documented evidence that he or she cannot realistically be expected to provide the required item(s). Notification will be provided in writing to all ineligible suppliers requesting an opportunity to render an offer to the Board.

XIX. PROCUREMENT CALENDAR

The procurement calendar (Appendix C) is a scheduling mechanism to be developed and maintained by the Procurement Manager. The calendar will log receipt of all Purchase Requisitions and IFBs. The primary purpose of the calendar is to assist the Procurement Manager in scheduling work flow. A copy of the procurement calendar is due each month to the Comptroller.

XX. PROCUREMENT HISTORY FILE

- A. The Procurement Manager will maintain a system of tracking all bid awards by commodity code. This data base will include the vendor's name from whom the commodities are to be purchased, the bid prices awarded for each commodity, the date of award and Board bid number.
- B. This history data base will be available to the Comptroller in a report format on an annual basis.

XXI. MINIMUM DOCUMENTATION REQUIREMENTS

The following items must be maintained by the Procurement Manager and Buyer in accordance with the Board's record retention procedures:

- A. The purchase order (file copy)
- B. The request for quotation (RFQ) or request for proposal (RFP), showing all bidders solicited.
- C. Copies of the vendors' quotations
- D. A bid tabulation sheet that summarizes and compares vendor quotations
- E. Source selection explanation
- F. Price or cost analysis data, such as analysis of previous prices paid, comparisons of vendor's price versus in-house estimate, analysis of the data submitted by a vendor in support of its proposed cost breakdown, and an analysis of a successful bidder's breakdown versus other bidders' breakdowns
- G. Negotiation summary, including current cost or pricing certificate, when appropriate
- H. Basis for selection of contract type
- I. Copies of technical data, such as engineer's technical evaluations, drawings, specifications, inspection requirements, and lists of special tooling or test equipment required
- J. Price redetermination or termination data, if appropriate
- K. Correspondence between the Purchasing Department and bidders
- L. Evidence of Minority Business enterprise consideration when required according to Board policy.
- M. Information concerning the use of special terms and conditions and approval thereof
- N. Departmental, management and committee approvals, as required.

XXII. APPENDICES SAMPLE FORMS

- A. The forms provided in the Appendices are provided as examples.
- B. The Procurement Manager shall be authorized to modify these forms to ensure compliance with current business practices.
- C. Current forms will be maintained by the Purchasing Department in one of the following:
 - a. WCBOE web site;
 - b. I:\public\pool\forms;
 - c. Pre-printed forms; or
 - d. Other location as determined by the Procurement Manager.

PURCHASE REQUISITION

DATE: _____

REQUISITIONER: _____

REQUIRED SUPPLIES/SERVICES: _____

SUGGESTED SOURCE: _____

BUDGETED AMOUNT/COST ESTIMATE: _____

SOURCE OF FUNDING (ACCOUNT #): _____

DELIVERY SCHEDULE: _____

DELIVERY REQUIREMENTS: _____

ANY SPECIAL CONDITIONS/CIRCUMSTANCES: (When replacing **FFE** (furniture, fixtures and equipment) the Buyer should indicate on the PR the condition of the **FFE** being replaced and whether it will be discarded by the Buyer (also see General Fixed Asset Policy). The PR should also indicate what supplies, if any, will be surplus due to the removal of the FFE.

Section X.A.

Buyer's Approval

WICOMICO COUNTY BOARD OF EDUCATION

101 Long Avenue
 P O Box 1538
 Salisbury, Maryland 21802
 (410) 677-4400 * FAX (410) 677-4489

CHANGE ORDER

PSCP FUNDS
 LEA ONLY
 OTHER:

Date _____

Purchase Order Number _____

Original P.O. \$ _____

Vendor Number _____

Previous C.O. _____ \$ _____

Vendor Name & Address:

This C.O. _____ \$ _____

Revised Total \$ _____

Item	Description of Change	Amount of Change (Plus/Minus) \$

I hereby certify that:

Bid Guidelines were followed;
 Account Number(s) are correct;
 and funds are available.

 Principal/Supervisor

 Director Authorization

Back up attached

 Finance Department Authorization

No.

BOARD OF EDUCATION OF WICOMICO COUNTY
AUTHORIZATION FOR PAYMENT OF INVOICE

Date:	Account No(s).	Amount:
Vendor # (Finance Dept. will return to initiator if Vendor # is missing.)		
Vendor Name & Address:		
Description of Service, Supply, Equipment:		
Date of Invoice: Invoice(s) or Documentation MUST BE ATTACHED.	Buyer's signature verifies that bid requirements have been fulfilled (if required), a/c number is correct and funds are available. Approval Signatures: Buyer: Approved by:	

** Forward 1 copy (plus attachment) to Accounts Payable **

WICOMICO COUNTY BOARD OF EDUCATION
REQUEST FOR QUOTATION

1. DESCRIPTION OF ITEM(S):
2. QUANTITY REQUIRED:
3. DATE REQUIRED:
4. FOB DESTINATION: (ALL DELIVERY COST TO BE INCLUDED IN PRICE QUOTED.)
5. PAYMENT TERMS:
6. TERMS AND CONDITIONS: By making this offer I hereby agree to the terms and conditions listed on the standard terms and condition listed on the reverse of the Wicomico County Board of Education Purchase Order.
7. ADDITIONAL TERMS AND CONDITIONS:
 - A. **TOBACCO-FREE SCHOOLS POLICY:** All contractors, sub-contractors, must comply with the Board's tobacco-free schools policy "ADC". The policy states that *"the sale or use of tobacco in any form is prohibited in all buildings and all outside seating areas owned or leased by the Board of Education of Wicomico County, at all times (24 hours a day, every day), regardless of whether or not students are present."* The policy also states that *"the use of tobacco in any form is prohibited on school grounds during the official school day (7 a.m. to 5 p.m.)."*

Any contractors, sub-contractors, or *"which do not enforce this tobacco-free policy may be ... declared in default of their contract."*
 - B. **REPORTING TO SCHOOL ADMINISTRATION:** The contractor, sub-contractor, and sub-sub-contractor must notify the school administration upon arrival at the job site daily unless an alternate plan is approved by the School Principal and/or the Board's Project Coordinator.
 - C. **SUPERVISION:** The Contractor shall provide all necessary and sufficient supervision over the work being performed and shall be held solely responsible for the conduct and performance of his employees (agents) involved in work under this contract.

All contact with students should be avoided whenever possible.
8. OFFERS RECEIVED AFTER _____ P.M. ON _____, 20__ WILL NOT BE CONSIDERED. FAXED QUOTES WILL BE ACCEPTED, BUT MUST BE CONFIRMED IN WRITING.

FORM OF PROPOSAL

Board of Education of Wicomico County
101 Long Avenue
P.O. Box 1538
Salisbury, MD 21802-1538

Gentlemen:

We have examined and understand the Conditions and Specifications for the furnishing and delivering of _____ to the schools of Wicomico County.

We agree to furnish and deliver those items for which our quote is accepted, in compliance with the terms, conditions, and specifications contained therein, at the prices set opposite each item on the attached proposal sheets.

This offer is binding and cannot be withdrawn until _____, 20__.

Company _____

Address _____

Date

Signature of Official

Telephone Number

(Printed) Name of Official

Fax Number

Title of Official

e-mail address

Taxpayer I.D. Number

PRICING SHEET

1. DESCRIPTION OF ITEM(S):
MANUFACTURER/MODEL #:
UNIT COST:
DELIVERY:

2. DESCRIPTION OF ITEM(S):
MANUFACTURER/MODEL #:
UNIT COST:
DELIVERY:

DELEGATION OF AUTHORITY FOR PROCUREMENT CARD PURCHASES

You are hereby delegated authority to purchase supplies and pay for such purchases on behalf of Wicomico County Board of Education (WCBE), using the WCBE Procurement Card, provided the amount of any single purchase does not exceed the limits established in the WCBE Procurement Guidelines.

Supplies or services may be purchased, consistent with your organizational responsibilities and purchase limits established by the approving official designated to review your purchases, to satisfy legitimate requirements.

All purchases must be made in accordance with applicable laws and guidelines, including, but not limited to WCBE Procurement Card Policy. Persons intentionally making unauthorized purchases may have their Procurement Card privileges suspended, or be subject to disciplinary and/or legal action. This does not apply to lost or stolen card purchases made by others. No personal purchases are permitted.

This delegation shall automatically terminate upon separation from the WCBE.

STATEMENT OF COMPLIANCE WITH ABOVE:

I certify that I shall purchase supplies or services in accordance with applicable WCBE Procurement Card procedures. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith, and subject to WCBE Purchasing Code and all other applicable laws and guidelines.

I further certify that I shall be personally responsible for any unauthorized Procurement Card purchase, and that WCBE has the right to deduct such charges from my payroll check.

I have attended WCBE Procurement Card training, and will do so annually. I understand that failure to attend such training will provide grounds for my Procurement Card to be canceled.

Card #(s) _____	
Issue Date _____	
Annual Training Dates:	
_____	_____
_____	_____
_____	_____
_____	_____

Name _____

Signature _____

Date _____

Revision Date: July, 2006

Trip# _____

Card # _____

TRAVEL CARD RESERVATION FORM

To: Procurement Card Administrator (Carol Dakin)

I hereby make application to use one of the Wicomico County Board of Education Travel Cards for the following purpose: _____

Assistance from the Purchasing Department for finding best airfares and accommodation is recommended. Please complete details on reverse of this form.

Date(s) of travel: _____

Destination: _____

Number of people traveling: _____

Credit card will be used for:

Hotel: Yes _____

No _____

Transportation: Yes _____

No _____

If "Yes" please list mode: _____

Meals: Yes _____

No _____

Other: _____

Account Number to be charged: _____

Estimated dollar amount that will be charged to the card: \$ _____

Person who will be responsible for the card on this trip: _____

Expenditure authorized by: _____ (Signature)

Director/Assistant Superintendent

Date: _____

Air travel requested:

Leaving from : _____ at (approx.) _____ a.m./p.m.

Arriving at: _____ (destination airport) at (approx.) _____ a.m./p.m.

Returning at (approx): _____ a.m./p.m.

Names of travelers/additional information:

I have submitted a separate Vehicle Request Form for any rental vehicle required for this trip:

Yes / Not required (please circle appropriate response)

Hotel preference (if any): _____

Special pricing available? _____ Code: _____

<p>For office use only:</p> <p>Reservations completed:</p> <p>Air travel : _____ (date) by _____ (initials)</p> <p>Hotel: _____ (date) by _____ (initials)</p> <p>Details: _____</p> <p>Traveler(s) notified: _____ (date) _____</p>

TRAVEL PROCUREMENT CARD

I hereby acknowledge receipt of the WCBE Travel Purchasing Card (number below) for the purchase of services and supplies in accordance with the limits established in the WCBE Procurement Regulations.

Supplies or services may be purchased, consistent with organizational responsibilities and purchase limits established by the approving official designated to review my purchases, to satisfy legitimate requirements.

All purchases must be made in accordance with applicable laws and regulations, including, but not limited to WCBE Procurement Card Policy. Persons intentionally making unauthorized purchases may have their Procurement Card privileges suspended, or be subject to disciplinary and/or legal action. This does not apply to lost or stolen card purchases made by others. No personal purchases are permitted.

I also acknowledge that I am aware of the WCBE Meal and Lodging Costs guidelines below:

- Breakfast - \$10 + \$1.50 tip
- Lunch - \$15 + \$2.25 tip
- Dinner - \$25 + \$3.75 tip

Motel/Hotel accommodations:

- a. Single occupancy - should not exceed \$85
- b. Double occupancy - should not exceed \$100
- c. Conference rate for approved conference

I certify that I shall purchase supplies or services in accordance with applicable WCBE Procurement Card procedures. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith, and subject to WCBE Purchasing Code and all other applicable laws and regulations.

I further certify that I shall be personally responsible for any unauthorized Procurement Card purchase, and that WCBE has the right to deduct such charges from my payroll check.

I have also received a Procurement Card Authorization Form.

I will return the card to the Purchasing Department promptly on my return from this trip, along with all receipts for expenditure incurred.

All charges should be offset against the following Account Number(s): _____.

Print Name Travel Dates

Signature Date

Card #: xxxx-xxxx-_____-_____

QUOTATION ABSTRACT -

(Title of IFB/RFP/RFQ)_____

(IFB/RFP/RFQ #)_____

(Date of Opening) _____

Vendor Names

Description of Cost

A, B, C

\$

X, Y, Z

\$

(Recommendation) _____

(Terms of Contract) _____

(Source of Funds) _____

LEAD TIMES

1. Procurement Manager LEAD TIME

When completing a PR, the Buyer/requisitioner must allow for the following time in considering required delivery dates.

- a. Under \$25,000 - 15 working days
- b. Over \$25,000 - 45 working days Maximum. This time frame is dependent upon what day of the month the PR is received by Purchasing.)

NOTE: Complex proposals which address goods or services not previously bid by the Board, and construction work, may take longer.

2. VENDOR LEAD TIME

Vendor lead time varies with the type of item or service involved and must be added to the Procurement Manager lead time to come up with a realistic delivery date. The following can be used as a guide:

- a. Commercial off-the-shelf items in quantities normally stocked 1-30 working days
- b. Commercial off-the-shelf items not normally stocked in quality 1-6 months
- c. Non-commercial production requirements 3-12 months
- d. Services (including construction) 1-12 months

The Procurement Manager should be consulted for specific manufacturing/vendor lead times.

APPENDIX 2.C.

PROCUREMENT CALENDAR				UE= Unit Price/Equipment UMB= Unit Price/Market Basket S=Service UF=Unit Price Food Service US=Unit Price/Supply M=Maintenance UM=Unit Price/Maintenance C=Construction				
	AD DATE	OPEN DATE	BOARD DATE	NAME OF BID	CONTRACT #	RENEWAL OPTIONS	EXPIRES	
1	11.20.95	12.15.95	95.12	PARKSIDE CTE ADDITION	96-530- C	AWARD	____ 95	YEAR 1995
2	APR	____	MAY	MUSICAL INSTRUMENTS	96-170- 1 UE	96-170-1-THRU	9 30 95	YEAR 1995
3	____	____	APR	PORTABLE CLASSROOM	96-700- 1 C		____ 96	YEAR 1996
4	____	____	____	PORTABLE SITEWORK-ELE	96-531- C		____ 96	YEAR 1996
5	____	____	____	PORTABLE SITEWORK-PLU	96-532- C		____ 96	YEAR 1996
6	____	____	____	PORTABLE SITEWORK-PAV	96-190- 1 C		____ 96	YEAR 1996
7	____	____	**HOLD* *	Westside Primary - Well	96-532- 3 C	RE-BID IFB 96-532	____ 96	YEAR 1996
8	____	____	95.11	Westside Primary - Well	96-532- 2 C	EXPIRED MUST RE-	____ 96	YEAR 1996
9	____	____	95.11	Westside Primary -Septic	96-532- 1 C	AWARD	____ 96	YEAR 1996
10	____	____	95.11	WiHi Canopy	96-539-1 C	AWARD	____ 96	YEAR 1996

EMERGENCY STATEMENT

"The material listed in this Purchasing Instrument is immediately required for the repair of the [electrical system] [damaged by the rainstorm on July 14, 20XX.]"

state items in need state reason for and date of damage
of repair

"The present situation must be corrected immediately in order to avoid serious loss and damage to property. Time does not allow requisitioning of the materials through normal supply channels. The items and quantities requested are essential to meet the needs of the emergency and are not in excess of those quantities necessary to relieve the emergency."

INSTRUCTIONS FOR FORMATTING A PURCHASE ORDER

The numbers of each item correspond with the numbers on the Sample Purchase Order attached.

1. **Account Number.** REQUIRED for P O to be processed.
2. **Account Description.** Name of account to which number applies.
3. **Amount.** The total(s) in this area should equal the Total @ # 19.
4. **Vendor Number.** The typist is responsible for verifying the vendor number by searching the vendor database. The typist is responsible for attaching a completed IRS Form W-9 to the PO for any new vendor. The Purchasing Department is responsible for approving new vendors and assigning new vendor numbers. PO's to new vendors may not be "confirming" unless authorized by the Purchasing Department.
5. **Vendor Name and Address.** Since window envelopes are to be used for mailing the order, the address should be complete, including the proper Zip Code, typed in all caps with no punctuation, according to the United States Post Office.
6. **Receiving Address.** Delivery site.
7. **Receiver Name.** Designated Receiver or person to whose attention goods should be directed.
8. **Item #.** Optional use - sequential list of items (not quantity),
9. **Quantity.** Number of each item required.
10. **Received.** Optional use for partial deliveries.
11. **Description.** Brief description to identify items ordered, including stock numbers. ("See attached" is acceptable with 3 copies of attachment.)
12. **Unit Price.** Price of one item.
13. **Total Amount.** Extension of quantity x unit price.
14. **Special Notations**, e.g., "Check with Order" (ensure that green copy is signed in this case) or "Confirming."
15. **FOB Terms.** "Destination" if there is a contract, or "shipping point" , etc. as designated by vendor.
16. **Contract Information.** Contract #, BPA #.
17. **Typist's initials are to be typed in the lower left corner of the body of each order.**
18. **Initial Information Verified.** The Buyer must initial that the PO does not violate bid regulations, that the account number (#1.) is correct, and that adequate funds exist to meet the obligation.
19. **Total.** Total of column 13 (which should be equal to amount in #3).
20. **Authorization Signatures.**

After the PO is typed, authorization is required according to guidelines established herein. See Section XVII.

P.O. goes on this page

SIGNATURE REQUIREMENTS FOR ALL PURCHASING INSTRUMENTS -

LEVEL OF SIGNATURE REQUIRED			
PURCHASING INSTRUMENT	PRINCIPAL/SUPERVISOR Line #1	DIRECTOR/ASSIST SUPERINTENDENT LINE #2	FINANCE Line #3
a. Purchase Requisition	School Principal, Supervisor, Coordinator, Facilities Engineer/Planner or Manager of Maintenance/Operations	Not required	Not required
b. Purchase Order (including for initiation of BPA's)	School Principal, Supervisor, Coordinator, Facilities Engineer/Planner or Manager of Maintenance/Operations	Director or Assistant Superintendent (Not required if a Principal is expending school budget allocations.) Required in all other situations.	Procurement Manager or Comptroller
c. Blanket Purchase Order	As "b."	As "b."	As "b."
d. Change Order	Facilities Engineer/Planner or Manager of Maintenance/Operations	Assistant Superintendent	Procurement Manager or Comptroller
e. AFPI	As "b."	As "b."	Not required

	PURCHASING INSTRUMENT				
LEVEL OF SIGNATURE	PURCHASE REQUISITION	PURCHASE ORDER	BLANKET P O	CHANGE ORDER	AUTHORIZATION FOR PAYMENT OF INVOICE
Line 1 Buyer's Initiation	School Principal, Supervisor, Coordinator, Facilities Engineer/Planner or Manager of Maintenance/Operations	School Principal, Supervisor, Coordinator, Facilities Engineer/Planner or Manager of Maintenance/Operations	School Principal, Supervisor, Coordinator, Facilities Engineer/Planner or Manager of Maintenance/Operations	Facilities Engineer/Planner or Manager of Maintenance/Operations	School Principal, Supervisor, Coordinator, Facilities Engineer/Planner or Manager of Maintenance/Operations
Line 2 Departmental Initiation	Not required	Director or Assistant Superintendent	Director or Assistant Superintendent	Assistant Superintendent	Director or Assistant Superintendent
Line 3 Finance's Approval	Not required	Procurement Manager or Comptroller	Procurement Manager or Comptroller	Procurement Manager or Comptroller	Not required

GLOSSARY OF PROCUREMENT TERMS

Blanket Purchase Agreement	A contract with a vendor which establishes terms and conditions for a period of time
Change Order	A form used to document a change to a PO
CO	See Change Order
AFPI	See Authorization For Payment
expedite	To improve the normal speed of delivery for an item
Authorization For Payment	A transmittal form used for processing invoices for small purchases
Blanket Purchase Order	A purchase order which encumbers the funds for future requirements
Board	Term used for the Board of Education
BPA	See blanket purchase agreement
BPO	See blanket purchase order
buyer	The person responsible for the account from which the funds will be expended.
confirming order	A purchase order which is being issued after the goods or services have been ordered from the vendor
contract	A formal agreement establishing the terms and conditions
Department of General Services	The State of Maryland's procurement department
DGS	See Department of General Services
FFE (furniture, fixtures and equipment)	Items to be used in any WCBE facility which do not change their condition during normal use, and are better to repair than replace.
FOB - Shipping Point	Title of goods passes to Board upon shipping, the Board may select shipping company and pays freight bills
FOB - Shipping Point, Pre-paid and add	Title of goods passes to the Board upon shipping, the vendor selects shipping company, pays freight bills and adds amount of shipping to invoice
FOB - Destination, Pre-paid and add	Title of goods passes to the Board upon receipt, the vendor selects shipping company, pay freight bills and adds amount of shipping to invoice
FOB - Destination	Title of goods passes to Board upon receipt, the vendor selects shipping company and pays freight bills
Form of Proposal	Official response to an RFP, IFB or RFQ
General Fixed Assets	Fixed assets are those assets of a physical nature which have a long-term period of usefulness to the school system, the minimum dollar limitation of which is \$1,000.

GLOSSARY OF PROCUREMENT TERMS

IFB	See invitation for bids
Invitation For Bids	A formal invitation to vendors for a form of proposal which establishes the terms and conditions of the contract.
Piggy-backing	Using a contract issued by another agency
PO	See purchase order
PR	See purchase requisition
Purchase Order	A form which is used to create a contract. The Board uses a purchase order to encumber funds.
Purchase Requisition	A format used by a buyer to request assistance from the Procurement Manager
Procurement Manager	That person designated by the Superintendent
purchasing classifications	Classifications of purchases developed by these purchasing regulations
Request for Proposals	A formal invitation to vendors for a form of proposal which establishes the terms and conditions of the contract
Request for Quotation	A formal request to vendors for a form of proposal which established the terms and conditions of the contract
Request for Information	A formal or informal request for information
requisition	A request of a buyer to purchase an item
requisitioner	A person requesting goods or services
RFI	See Request for Information
RFP	See Request for Proposals
RFQ	See Request for Quotation
supplies	Supplies are items which are consumed during their use or are of little cost
technology purchases	Items such as computers (including monitors and printers), software, fax machines, phone systems, copiers, scientific calculators, etc.
vendor	Supplier of goods or services