

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Board Policy Manual
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In order to treat all qualified vendors fairly and equitably and to serve the best interests of Chavez/Huerta K-12 Preparatory Academy (CHPA), sufficient opportunity shall be given for competitive bidding before CHPA makes any purchases.

The following instances shall be exceptions to the requirement for competitive bidding and may be subject to other appropriate selection procedures:

1. Purchases made cooperatively with other units of government provided formal bid procedures of the other government unit are followed when selecting vendors and establishing prices.
2. Services by individuals possessing a high degree of unique professional skill provided there is a contract signed by the President/Chief Executive Officer. Routine professional services with more than one qualified provider shall be bid in accordance with this policy at least once every five years.
3. Equipment, supplies, services and construction items which can be obtained from only one source provided it is documented and such purchases are approved by the President/Chief Executive Officer; and service contract renewals, such as hardware and software maintenance agreements.
4. Purchases made from federal, state or other local government units.
5. Textbooks, where there is a school-wide adoption of the textbooks approved by the President/Chief Executive Officer, and library books and subscriptions that are part of or supplement the educational program.
6. Emergency purchases using procedures determined by the business office subject to approval by the President/Chief Executive Officer. The "emergency" must be documented in writing and in detail and reported to the President/Chief Executive Officer as soon as practicable.

Bid awards usually shall be made to the lowest responsible, qualified supplier meeting the specifications contained in the bid or request for proposal. However, the President/Chief Executive Officer reserves the right to reject any or all bids and to accept those bids which appear to be in the best interests of CHPA.

A contract or purchase order may be awarded for a product, supply service or construction item without competition when the President/Chief Executive Officer or designee determines in writing that there is only one source or brand name for the required product, supply, service or construction item and that the sole source provides the best overall value to CHPA. Prior to CHPA so acting, the President/Chief Executive Officer shall be notified in writing of the organization's intent to enter into any sole source contract or purchase order with an annual cost of more than \$50,000 and the specific reasons for so doing.

Fully executed contracts shall be required for purchased professional services costing \$15,000 or more. Professional service contracts larger than \$50,000, whenever practicable shall include performance standards that clearly describe the services to be delivered with measurable goals, objectives and outcomes and must be presented to the Board for approval. Professional services can be purchased by administration.

Performance standards shall be established, where applicable, for purchases of books, supplies and equipment exceeding \$50,000. For example, for a school-wide textbook adoption, the selected vendor would be required to certify the accuracy of the textbook and compliance with Colorado State content standards. The vendor would be required to replace such textbooks at no cost to the school if the delivered product does not meet the standards established in the contract for purchase. Performance bonds required for all capital construction projects would be another example of contracts with performance standards. Each major purchase must be evaluated to identify critical factors unique to that purchase for inclusion as performance standards. For major purchases where performance standards are not applicable, a written explanation must be included with the Board materials where such purchase is presented for approval.

Purchases greater than \$25,000 must be bid using either formal or informal bid procedures. Formal sealed bids are required for purchases over \$50,000. Documented quotes may be used for purchases greater than \$25,000 but less than \$50,000.

When formal sealed bid procedures are used, bid forms shall be mailed to pre-qualified, approved vendors. Vendors shall be invited to have their names placed on mailing lists to receive invitations to bid. Vendors not returning a bid for opening may be dropped from the bid list.

All bids shall be submitted to the Business Office in sealed envelopes, plainly marked with the bid number and by the bid due date. Bids shall be opened by an appropriate school official or employee at the time specified.

The bidder to whom an award is made may be required to enter into a written contract with CHPA. If a written contract is not required, there should be written documentation as to why not, and a detailed purchase order shall be the contract.

A purchase order shall be issued for all purchases including contracted services in order to encumber funds for accounting purposes. Blanket purchase orders without an "amount not to exceed" limit shall not be allowed. A blanket purchase order as a form of data entry on the

accounting system to accommodate a series of partial payments over a period of time shall be allowed only when the purchase cannot be described in specific line item detail. Prescribed limitations identified in this policy may not be avoided by issuing a series of small purchase orders that collectively total more than the amount that requires a formal bid or contract, President/Chief Executive Officer approval or performance standards.

Final contracts will be approved by the CHPA Board of Directors.

Last Revised Saturday, May 14, 2022