

I. PURPOSE

This policy describes purchasing procedures supportive of cost-effective and ethical acquisition of the highest possible quality goods and services essential to Thetford Academy's mission.

II. POLICY

Even though Thetford Academy is an independent entity, it is the school's policy to comply with state and federal laws governing public institutions. Should any element of this policy become outdated due to a change in state or federal laws governing public institutions, the current enacted laws shall prevail.

III. COMPONENTS OF POLICY

A. Non-competitive Bids

- For costs under \$10,000, no quotes are required. Purchase orders are to be used for purchasing goods and services. All purchase orders require the approval of the Chief Financial Officer (CFO) or Head of School.
- Procurement methods for these purchases under \$10,000 may be less extensive than more expensive ones, but it is the policy of Thetford Academy to be open to proposals from a variety of vendors and to encourage purchasing methods that compare quality, service, social justice, and price at all levels of expenditure. See section below.

B. Competitive Bids

When expenditures of materials and service contracts (other than employment) are expected to be between \$10,000 and \$25,000, a minimum of two quotes shall be solicited. Departments that wish to purchase materials and services that fall under competitive bidding should prepare a list of providers of the desired services. Quotes may be confirmed in writing, or by e-mail and may be informal or in response to a formal request for quotation (excepting service contracts, which must be bid in written form). Minimum records of bids solicited, received, and retained for audit by the CFO should include: Supplier Name, Person Offering Quote, Date, Quote Price, Quoted Service, and Product. Before a final bid is selected, it must be approved by the Head of School and/or the CFO.

- All purchases over \$25,000 (other than employment) require at least three quotes (from responsible vendors) and the quotes must be submitted in writing. If it is not possible to assemble a list of at least three potential bidders, consideration should be given to public advertising, requesting proposals in local papers or listservs, for example.
- Both a complete description of desired services and/or products, and a list of bidders, should be given to the CFO, who will be responsible for preparation of bidding documents, mailing request for bids, opening responses and notifying bidders.
- Selection of the winning bid will be made by the department head in consultation with the CFO and other members of the administration as appropriate.

The CFO shall be responsible for managing the bidding process and the selection of a vendor for the advertised goods and/or services.

C. Unique Goods or Services

- Competitive bidding will not have to be used when the desired goods or services are unique in nature such that there is only a single source available for their purchase. Services and goods that are purchased on an annual basis will not have to be competitively bid again until 4 years after the last bids were requested. This does not preclude a more frequent request for the competitive bids. The decision to bid more frequently than every four years will be made at the option of the administration, taking into consideration the nature of the market, the number of vendors, and the complexity of services required.

D. Emergency Procurement

- Emergency procurement may be made without formal sealed bidding or competitive negotiation with a written determination of the basis of the emergency.

E. Social and Environmental Justice Considerations

- Thetford Academy values choosing goods and services that further our mission and strategic plan.

1. Thetford Academy has articulated commitment to inclusivity across lines of race, ethnic origin, religion, gender and sexual orientation. Therefore, Thetford Academy encourages contracting with firms and individuals representative of similar commitments to institutional diversity.
 2. Thetford Academy supports using local businesses whenever possible, reflecting a commitment to environmental stewardship. Where local vendors are unable to offer the best pricing, qualitative factors such as quality and service should be considered. It may well be that local sourcing provides equal or superior overall competitiveness with large chain and industrial vendors.
 3. Similarly, Thetford Academy will consider the long-term sustainability, energy efficiency and pollution minimization when considering which goods and services to purchase.
- Personnel who make purchasing decisions for Thetford Academy should monitor local vendor relationships closely to assure that preferential, long-term relationships remain demonstrably competitive.
 - With respect to purchasing decisions where heavy emphasis is given to environmental impact factors over pure pricing, departments and individuals also need to keep in mind their fiscal stewardship obligations to TA.

ADOPTED: March 12, 2020