

Procurement Processes

PURPOSE

The purpose of developing procurement procedures for Greene County Schools is as follows:

- To comply with all laws and regulations governing procurement by the school system;
- To enable uniform procurement procedures throughout the organization;
- To provide for increased efficiency, economy, and flexibility in public procurement activities and maximize to the fullest extent the purchasing power of the system;
- To provide quality goods and services in a timely fashion;
- To maintain appropriate controls on spending and operate within budgetary constraints;
- To develop good vendor relations and partnerships;
- To ensure fair and equitable treatment of everyone who deals with the procurement system;
- To foster effective broad-based competition from all segments of the supplier community;
- To safeguard the integrity of the procurement process and protect against corruption, waste, fraud, and abuse;
- To ensure appropriate public access to contracting information; and
- To operate in a fair and open manner that instills confidence in the procurement process.

The Greene County Schools will adhere to Board Policies governing the purchasing process, specifically 2.805, 2.806, 2.807, 2.808, 2.809, and 2.810.

PURCHASING PROCESS

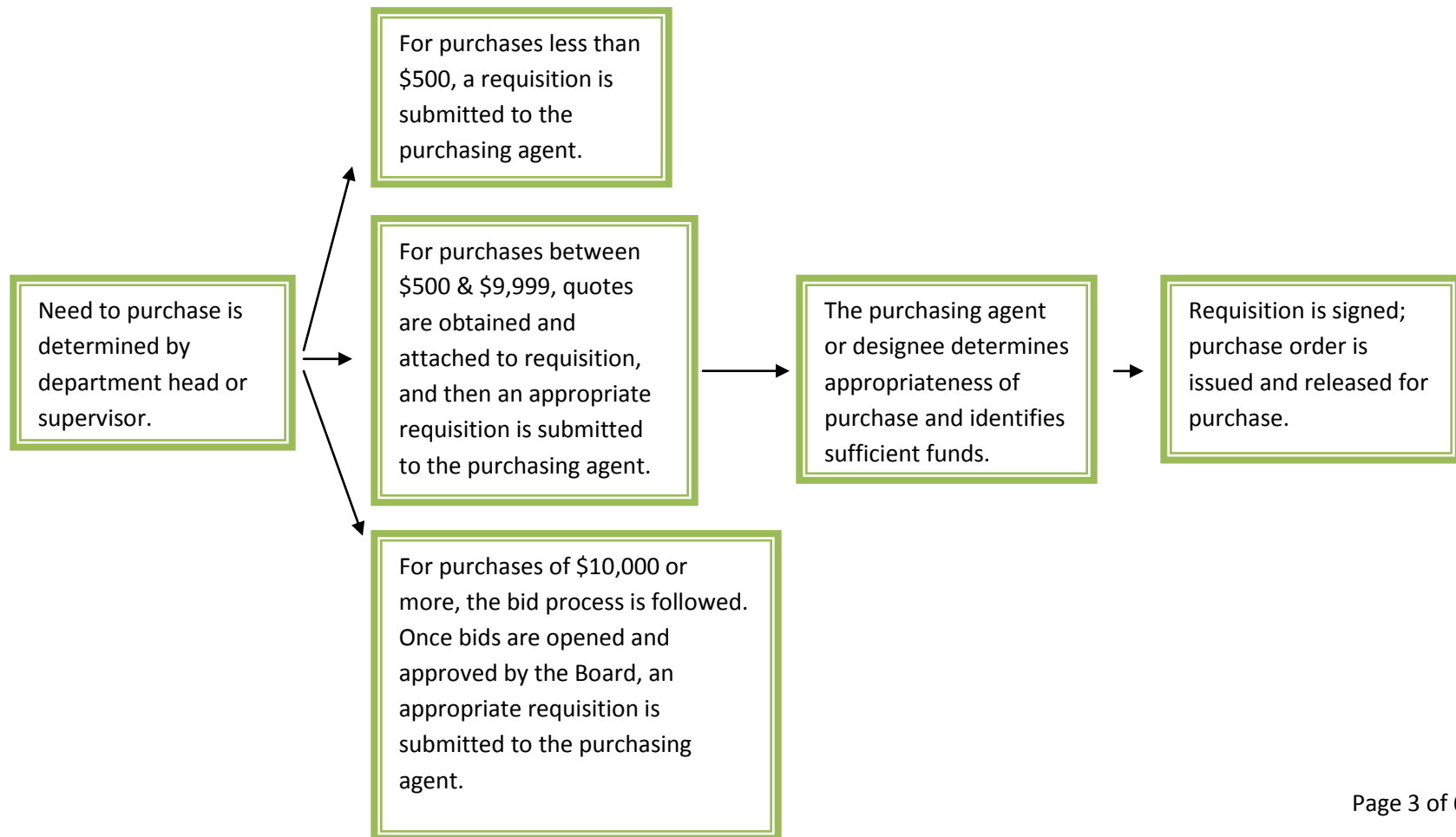
This process will be followed for all goods and services, except those exempted by TCA 5-14-108 which provides the following:

“...contracts for legal services, auditing services by CPA, and similar services by professional persons or groups of high ethical standards shall not be based upon competitive bids, but shall be awarded on the basis of recognized competency and integrity; provided further that bids need not be required for services for which the rate or price is fixed by a public authority authorized by law to fix such rates or prices.” And also,

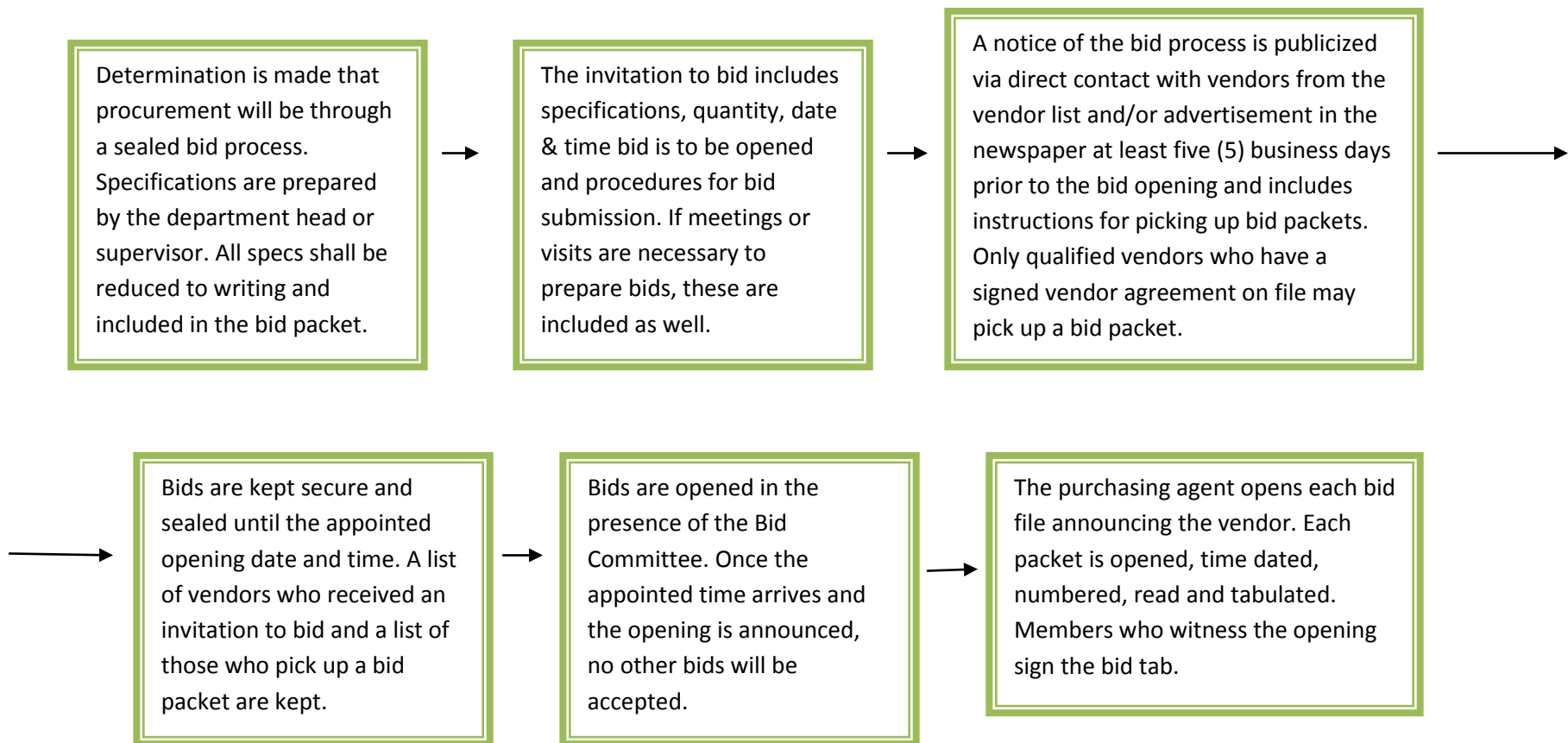
“The county may purchase materials supplies, commodities and equipment from any federal, state or local governmental units or agency, without conforming to the competitive bidding requirements...”

The following is provided in the policies and procedures for Greene County. “The County may also purchase goods or services without competitive bids under State of Tennessee contracts which allow cooperative purchasing. It shall be the policy of the purchasing agent to compare State contract prices with prices offered to the county. If the State contract price is lower, the purchasing agent shall purchase items under the State contract.”

PURCHASING PROCESS, continued



BID PROCESS



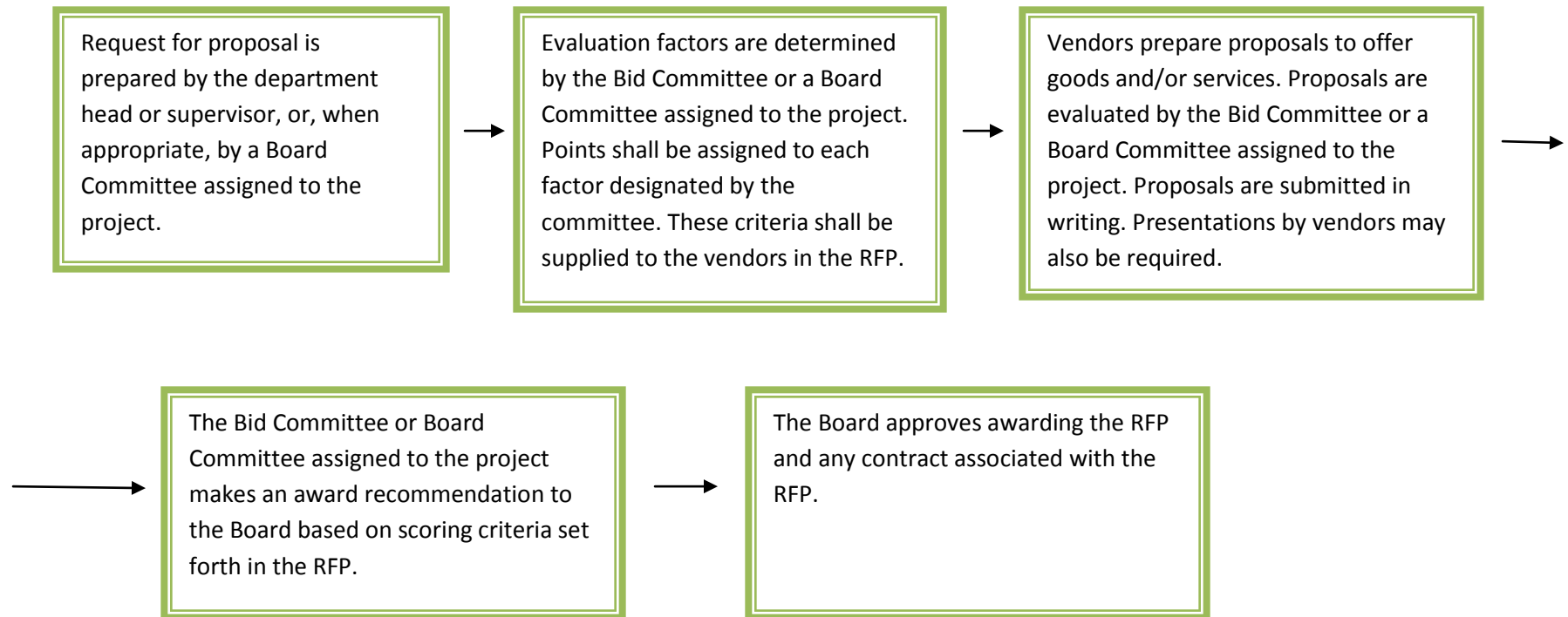
AWARDING OF BIDS



Greene County Schools reserves the right to accept or reject a bid or any part of a bid; to award a bid on “all or none” basis, to cancel a bid at any time by giving proper notice; to lessen a bid (after it is opened) and to require necessary bonds as required by law. Bids may be rejected at the discretion of the purchasing agent with approval of the bid committee. Reasons may include but are not limited to the following: 1) specifications are not met, 2) supplies or services are no longer needed, 3) prices exceed available funds, 4) pricing is not reasonable, 5) the bidder is not responsive.

REQUEST FOR PROPOSALS

For those services not requiring a bid process or for items that require more criteria than price, a request for proposal may be issued.



In situations where sole providers exist, the best price will be negotiated with the provider.

In situations where highly technical specifications must be met (as in wireless data management or student data management, for example), an administrative committee will provide recommendations to the Board for awarding of a proposal.