

PURCHASING PROCEDURES

PURPOSE:

The North Kingstown School Committee requires all fiscal dealings for the School District to be transparent and to be conducted in accordance with School Department policy, the Ordinances of the Town of North Kingstown and General Laws of the State of Rhode Island. School District supplies must be purchased for the year in which they are used and within the current budget period.

PHILOSOPHY:

The School Committee requires all purchases to follow School District policy, Town Ordinances, Rhode Island General Law and Rhode Island Procurement Regulations, including Section 3, RI Code of Ethics and Professional Behavior with respect to purchasing and bidding rules for all items, and is committed to ensuring that all such rules be followed. All reasonable steps should be taken to ensure purchasing happens within the fiscal year of intended use.

POLICY STATEMENT:

It is the policy of the North Kingstown School Committee that purchasing of all goods and services by the School Department be conducted with the objectives of:

- maintaining a competitive atmosphere between suppliers and ensuring that each is treated fairly and without preference;
- providing efficient services to all schools and administrative departments; and
- obtaining all goods and services at the lowest total end-user cost, considering price, service, quality, and delivery. In all cases, the bid most advantageous to the Board will be accepted.
- Exceptions to this policy may be granted by the Chief Operating Officer for Out of District, Charter School, and Vocational Education Tuitions, and Contracted Special Educational Services as required by a student IEP.

It is the responsibility of the Chief Operating Officer to execute and enforce this policy.

PURCHASE OF GOODS OR SERVICES OF LESS THAN \$2,500:

Purchases of less than \$2,500 shall be made with the best interests of the School District in mind.

PURCHASE OF GOODS OR SERVICES OF \$2,500 OR LESS THAN \$5,000:

Purchases of \$2,500 or more and up to \$5,000 shall be made only after obtaining at least three (3) price quotations before selection of the lowest and/or most conforming quotes. All reasonable steps, including reposting the bid will be made to obtain three (3) price quotations.

PURCHASE OF GOODS OR SERVICES OF OVER \$5,000:

Goods and services purchased over \$5,000 must be compliant with Town ordinances and Rhode Island General Laws regarding competitive bidding. Per state regulations, these purchases must be approved by the North Kingstown School Committee prior to purchase and must abide by policy DJC on Competitive bidding, DJF-R Administrative Regulations and all other applicable policies.

Splitting of purchases or contracts for supplies, materials, equipment, services and/or construction projects so as not to exceed these limits is prohibited.

Due to the “long-lead time” that is often encountered in obtaining goods or services, it may be necessary to purchase some goods prior to the beginning of the fiscal year in which they are used. Thus, the issuance of purchase orders for such long-lead time goods or services must be performed in accordance with local, state and federal law.

CONFLICTS OF INTEREST

All employees who decide or execute purchases must abide by conflict of interest policies stated herein, and follow GBEC & GBEC-R -Gifts and Solicitations by Staff and Regulations. Specifically, no employee of the North Kingstown School Department shall at any time, be a participant for any purpose directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party; do business with NKSD which has resulted or could result in person benefit to the employee. Failure to follow, or violation of these policies or RI Procurement Regulations regarding the RI Code of Ethics, could result in disciplinary action.

Nor shall any NKSD employee be a recipient at any time, directly or indirectly, any salary payments or loans or gifts over \$25 as prescribed in GBEC-R or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the NKSD.

Adopted: 8/21/79

Amended: 8/7/89; 4/2/96; 5/24/10, 4/24/18, 8/15/18