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3 **FINANCIAL MANAGEMENT**

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6 **PURCHASING**

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8 Authorization and Control

9 The Superintendent is authorized to direct expenditures and purchases within limits of the
10 detailed annual budget for the school year. Board approval for purchase of capital outlay items
11 is required when the aggregate total of a requisition exceeds Eighty Thousand Dollars (\$80,000)
12 except the Superintendent shall have the authority to make capital outlay purchases without
13 advance approval when necessary to protect the interests of the District or the health and safety
14 of staff or students. The Superintendent shall establish requisition and purchase order procedures
15 to control and maintain proper accounting of expenditure of funds. Staff who obligates the
16 District without proper authorization may be held personally responsible for payment of such
17 obligations. The Board adopts all applicable provisions of the Montana Procurement Act.
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19 Bids and Contracts

20 Whenever the cost of any supplies, equipment or work shall exceed Eighty Thousand Dollars
21 (\$80,000), formal bids shall be called for by issuing public notice as specified by statute.
22 Specifications shall be prepared and made available to all vendors interested in submitting a bid.
23 The contract shall be awarded to the lowest responsible bidder, except that the trustees may
24 reject any or all bids. The Board, in making a determination as to which vendor is the lowest
25 responsible bidder, will take into consideration not only the amount of each bid, but will also
26 consider the skill, ability, and integrity of a vendor to do faithful, conscientious work and to
27 promptly fulfill the contract according to its letter and spirit. The bidding requirements do not
28 apply to: a registered professional engineer, surveyor, real estate appraiser, or registered
29 architect; a physician, dentist, pharmacist, or other medical, dental, or health care provider; an
30 attorney; a consulting actuary; a private investigator licensed by any jurisdiction; a claims
31 adjuster; or an accountant licensed under Title 37, Chapter 50.
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33 Advertisement for bid must be made once each week for two (2) consecutive weeks, and a
34 second (2nd) publication must be made not less than five (5) nor more than twelve (12) days
35 before consideration of bids.
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37 The Superintendent will establish bidding and contract-awarding procedures. Bid procedures
38 will be waived only as specified in statute. Any contract required to be let for bid shall contain
39 language to the following effect:
40

41 In making a determination as to which vendor is the lowest responsible bidder, if
42 any, the District will take into consideration not only the pecuniary ability of a
43 vendor to perform the contract, but will also consider the skill, ability, and
44 integrity of a vendor to do faithful, conscientious work and promptly fulfill the
45 contract according to its letter and spirit. References must be provided and will
46 be contacted. The District further reserves the right to contact others with whom

a vendor has conducted business, in addition to those listed as references, in determining whether a vendor is the lowest responsible bidder. Additional information and/or inquiries into a vendor’s skill, ability, and integrity are set forth in the bid specifications.

Cooperative Purchasing

The District may enter into cooperative purchasing contracts with one or more districts for procurement of supplies or services. A district participating in a cooperative purchasing group may purchase supplies and services through the group without complying with the provisions of 20-9-204(4), MCA if the cooperative purchasing group has a publicly available master list of items available with pricing included and provides an opportunity at least twice yearly for any vendor, including a Montana vendor, to compete, based on a lowest responsible bidder standard, for inclusion of the vendor's supplies and services on the cooperative purchasing group's master list.

Legal Reference:

- § 18-1-101, et seq., MCA Preferences and General Matters
- § 18-1-201, et seq., MCA Bid Security
- § 18-4-307, MCA Cancellation of invitations for bids or requests for proposals
- § 20-9-204, MCA Conflicts of interests, letting contracts, and calling for bids
- § 20-10-110, MCA School Bus Purchases – contracts- bids *Debcon v. City of Glasgow*, 305 Mont. 391 (2001)

Policy History:

- Adopted on: July 1, 2000
- Revised on: November 12, 2001
- Revised on: May 14, 2012
- Revised on: June 24, 2013
- Revised on: August 21, 2017
- Reviewed on: October 9, 2018