



Methods of Procurement

Description of Goods/Services	Amounts	Procurement Method
Goods and Services	Less than \$40,000	Quotation or Bid
Goods and Services	\$40,000 or more	Bid
Professional Services	Less than \$6,000	Simple Proposal
Professional Services	\$6,000 - \$99,000	Request for Proposal (RFP)
Professional Services	\$100,000 or more	Competitive Contract
Educational Consultant Services	Less than \$6,000	Simple Proposal
Educational Consultant Services	\$6,000 - \$39,999	Request for Proposal (RFP)
Educational Consultant Services	\$40,000 or more	Competitive Contracting
Instructional Improvement Services	Less than \$6,000	Simple Proposal
Instructional Improvement Services	\$6,000 - \$39,999	Request for Proposal (RFP)
Instructional Improvement Services	\$40,000 or more	Competitive Contracting
Professional Development Services	Less than \$6,000	Simple Proposal
Professional Development Services	\$6,000 - \$39,999	Request for Proposal (RFP)
Professional Development Services	\$40,000 or more	Competitive Contracting

Procurement Method Explanations

A. Bids (Purchases that exceed the bid threshold – \$40,000)

This method is used for contract for goods, materials and services that exceed the bid threshold of \$40,000.

Examples

Buildings and Grounds

Plumbing, Electrical &
HVAC work

Technology

Computer Supplies/ Equipment
Printer
Smart Boards

District

Furniture
AV Equipment
Calculators

Athletic

Footwear
Athletic Supplies/ Equipment
Physical Ed Supplies/ Equipment

Lowest Responsible Bidder

The common thread of these bids is that the District has to award the bid to the *lowest responsible bidder* which means the lowest price.

B. Request for Proposal (RFP) – this method is preferred for contracts for:

Professional Services

Medical
Auditor
Attorney
Engineer – Architect

Academic/Operational Services

(Contracts less than \$40,000)
Instructional Services
Educational Services
Professional Development

The RFP method is designed to award the contract to the vendor based upon a list of criteria which include:

- Management Criteria – Business Organization, Experience and Knowledge of the District
- Technical Criteria – Submission of narrative how firm will provide services; planned approach; measurable results
- Cost Criteria – Fee proposal submission

C. Competitive Contracting – (Contracts over \$40,000)

Examples

- Student Data Warehousing
- Student Information System
- Pre-School Wrap Around Program

The award of contract is similar to the RFP award – price and other factors considered.