



Responsible Office: Office of Business and Financial Services, Purchasing Department

BOARD POLICY 3320

PROCUREMENT

PURPOSE

The Board of Trustees (Board), governing body of Washoe County School District (District), is committed to responsible financial stewardship. The Board finds necessary to have effective administration and oversight of the District's solicitations and procurement process, which shall be managed in accordance with Nevada law and administrative code, District administrative regulations and administrative procedures, and, where applicable, federal law and regulations.

DEFINITIONS

1. "Bid" is a complete sealed solicitation (submitted in competition with other bidders in response to a Request for Bid) to execute specified job(s) within prescribed time that usually includes construction, labor, equipment, services, and/or materials. The bid-receiving party may reject or accept the bid. Once accepted, the bid may turn into a binding contract.
2. "Contract" is a voluntary, deliberate, and legally binding agreement between two or more competent parties.
3. "Lease" is a written or implied contract by which an owner (the lessor) of a specific asset (such as a parcel of land, building, equipment, or machinery) grants a second party (the lessee) the right to its exclusive possession and use for a specific period and under specified conditions, in return for specified periodic rental or lease payments.
4. "Procurement" is sourcing activities, negotiation, and strategic selection of goods and services construction contractors.
5. "Proposal" is a complete sealed solicitation (submitted in competition with other proposers in response to a Request for Proposal) to execute specified job(s) within prescribed time that usually includes construction services, labor, equipment, services, and/or materials. The proposal-receiving party may reject or accept the proposal. Once accepted, the proposal may turn into a binding contract.

6. "Purchasing" is the process for how goods, services and construction are procured.
7. "Quotation" is a formal statement of promise (submitted in response to a request for quotation) by potential supplier to supply the goods, services, or construction services required by a buyer, at specified prices, and within a specified period. A quotation may also contain terms of sale and payment, and warranties and other terms and conditions.
8. "Security" is a form of monetary guarantee that can be required by the purchaser from a bidder, proposer, or tenderer to safeguard against the withdrawal of a bid or proposal after it has been publicly opened but prior to the contract being signed. The security gives the purchaser assurance that the selected bidder or proposer will enter into the contract or otherwise forfeit the security. A bid bond or cashier's check is the most common form of security.
9. "Solicitation" is a written statement which sets forth the requirements and specifications of a contract to be awarded by a request for bid, request for proposals, a request for a statement of qualifications, a request for quotation, or any other accepted method of purchasing.
10. The terms "supplies" and "equipment" shall be interpreted in accordance with the Nevada Financial Accounting Handbook, and the operational needs of the District.

POLICY

1. This Board Policy applies to:
 - a. The procurement of materials, equipment, goods, furniture, fixtures, supplies, services, construction, software, and related acquisitions (hereinafter known as "goods and services"); and
 - b. Other contracts, leases, agreements, and Memoranda of Understanding (MOUs) where the District receives money, pays money, or commits time and resources, whether these are paid from general funds, capital funds, grants, or other sources.
2. The Purchasing Department shall engage in competitive solicitations for goods, services, and construction in accordance with applicable state and federal laws and regulations.
 - a. Only the Purchasing Department shall issue Requests for Bids, Requests for Proposals, Requests for Qualifications, and/or formal Requests for Quotations as needed and in compliance with state and federal laws and regulations and will seek Board approval when appropriate.

- b. When feasible, the District shall work with small and local businesses to educate, train, and offer guidance to assist in understanding the District's procurement, solicitation, and contracting processes. The District shall endeavor to conduct regular outreach to small, and local businesses to encourage their participation in the procurement and solicitation processes.
 - c. Exceptions to competitive solicitations for goods and services include, but are not limited to, emergencies, professional services, software and hardware, and sole sources as defined in NRS.
 - i. If a sole source exemption is used, the Purchasing Department requires approved sole source documentation to be one file.
 - ii. Even if a product or service is exempt from the requirement of a competitive solicitation, one may still be performed. District Leadership in consultation with the Purchasing Department may determine if a solicitation should be done for something that NRS defines as exempt.
3. The District reserves the right to determine when and how representatives of vendors are received by its employees; however, in all instances, vendor representatives are to be treated with courtesy and fairness.
4. Purchases of goods and services within the scope of the approved budget may be purchased, as funds are available, without special authorization by the Board pursuant to other Board policies. Proposed purchases for goods and services not included in the scope of the approved budget or special funds require a budget transfer or augmentation.
5. Procurement of construction must be included in the Capital Improvement Plan approved by the Capital Funding Protection Committee and the Board.
6. The Superintendent shall adopt administrative regulations and administrative procedures as necessary to implement the provisions of this Board Policy. This may include, but is not limited to:
 - a. Procedures for solicitations for goods, services and construction;
 - b. Procedures for Requests for Proposals, Requests for Qualifications, Requests for Quotations, or other forms of solicitations for professional services;
 - c. Requirements related to security, when required by the District, for requests for bids, proposals, qualifications and quotations, and additional security for contract performance;

- d. Procedures for the award of requests for bids, proposals, qualifications, quotations, negotiations or direct purchase to responsive and responsible business firms or individuals through the issuance of purchase orders or through a purchasing card (p-card) transaction; and
- e. Procedures for standardized selection of equipment to be used in the educational and operational functions of the District.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

- 1. This Board Policy reflects the goals of the District’s Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 3321, Contract Renewal and Approval.
- 2. This Board Policy complies with Nevada Revised Statutes (NRS), Nevada Administrative Code (NAC) and Federal regulations to include:
 - a. Chapter 332, Purchasing: Local Governments;
 - b. Chapter 338, Public Works; and
 - c. U.S. Office of Management and Budget, 2 CFR § 200.320.

REVISION HISTORY

Date	Revision	Modification
2/1/1983	1.0	Adopted
5/12/1992	2.0	Revised
10/24/2006	3.0	Revised
2/24/2015	4.0	Revised: merged with the following Board Policies 3310, 3311, 3312, 3312.1, 3312.2, 3313, 3313.1, 3313.3, 3320, 3322, 3323, 3324, 3325, 3326, and 3330
07/07/2021	5.0	Revised: change name from Purchasing Procedures to Procurement, formatted per BP 9070.