

MICHIGAN VIRTUAL CHARTER ACADEMY
GENERAL PURCHASING

FINANCES
Policy No. _____

In order to maintain effective control over the purchase of supplies, materials and equipment for the Academy, the purchase of all supplies, materials and equipment shall comply with all applicable Board policies, and all applicable State and Federal laws, rules and regulations.

It is the general policy of the Board of Directors that the purchase of all supplies, materials and equipment be at the lowest possible cost in the best interest of the Academy. All procurement processes should use good administrative practices and judgement and free of any real or apparent conflict of interest. All procurements are to be conducted in a manner which provides open competition as required by law. The lowest responsible bidder shall generally be awarded the contract; however, the Academy Board reserves the right to accept any bid/proposal that it feels is in the best interest of the Academy.

If the reasonably anticipated purchase price for supplies, materials or equipment is more than \$10,000.00 for a single item, except in cases of emergency, or when the supplies, materials, or equipment purchased are of such a nature that price negotiation would not result in a savings to the Academy, then the Academy must obtain and document telephone quotes from at least three (3) vendors, to the extent possible.

If the reasonably anticipated purchase price for supplies, materials or equipment exceeds \$10,000.00, but is less than the State of Michigan competitive bidding threshold, as adjusted annually, then the Academy must contact a reasonable number of potential vendors and obtain informal written quotes from at least three (3) vendors, to the extent possible.

If the reasonably anticipated purchase price for the supplies, materials or equipment exceeds the State of Michigan competitive bidding threshold, as adjusted annually, a procurement process with competitive bids/proposals is required. However, competitive bids/proposals are not required for the purchasing of food unless the food purchased in a single transaction costs \$100,000.00 or more. Academy Board approval is required for purchases over the State of Michigan competitive bidding threshold, as adjusted annually.

Purchases made using competitive bids provided through the State of Michigan programs, other consortiums, or cooperative bids shall satisfy the requirements of this Policy, unless applicable State or Federal law requires otherwise.

The Board of Directors reserves the right to accept or reject any and all bids/proposals, in whole or in part. The Board of Directors reserves the right to waive any informalities or irregularities in the procurement process or a bid/proposal, and the right to award to other than the lowest bidder.

Legal References: MCL 380.1274; MCL 18.1263

Approved: June 28, 2018