

Educational Service Provider-Non Federal Funds

Bids received by the Educational Service Provider shall be sealed and opened by the Educational Service Provider in the presence of at least one (1) witness. Copies of the bids shall be submitted by the Educational Service Provider to the Academy Board President on the date the bids are opened by the Educational Service Provider. The lowest responsible bidder shall generally be awarded the contract; however, consideration may be given to:

- a) the quality of the supplies, materials and equipment to be supplied;
- b) conformity with specifications;
- c) suitability to the requirements of the Academy;
- d) delivery terms;
- e) past performance of the vendor.

The Educational Service Provider is authorized to purchase all items within budget allocations. The Academy Board should be advised, for prior approval, of all purchases of supplies, materials and equipment, when the purchase was not contemplated during the budgeting process or exceeds the line item function by ten percent (10%).

In order to promote efficiency and economy in the operation of the Academy, the Board requires that the Educational Service Provider periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Before the Educational Service Provider places a purchase order, the Educational Service Provider shall check to determine whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the supplies, materials or equipment may be available elsewhere in the Academy.

All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- a) opportunity be provided to as many responsible suppliers as possible to do business with the Academy;
- b) a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;

- c) where the requisitioner has recommended a supplier, the Educational Service Provider may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order.

Upon the placement of a purchase order, the Educational Service Provider shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Educational Service Provider shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Educational Service Provider employees may be held responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

The Educational Service Provider shall maintain a procurement and contract administration system in accordance with 34 CFR 80.36 for the administration and management of Federal grants and federally-funded programs. The Academy shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and any applicable administrative guidelines.

Legal References: MCL 380.1267; MCL 380.1274; 34 CFR 80.36

Approved: June 28, 2018