

SCHOOL COMMITTEE POLICY

Policy # 98

PROCUREMENT POLICY

The Town of Medway is subject to the M.G.L. Chapter 30B (the Procurement Act) that refers to the procurement of supplies and services by a government body.

The Director of Finance and Operations will be considered the Chief Procurement Office for the Medway Public Schools. School employees will consult with the Director of Finance and Operations when necessary with all procurement questions.

UNDER \$10,000 • The Department must use sound business practices in purchasing in this category whereby Departments are encouraged to seek price quotes for purchases.

\$10,000 to \$34,999 • Competitive prices must be evidenced by three verbal or written quotes. The district conducts a formal advertised competition using sealed bids or proposals. The Director of Finance and Operations shall conduct sealed bids or proposals utilizing a “Bidding Checklist”. An award is offered to the qualified bidder who meets the district’s specifications and offers the lowest price. The completed Quotation Form must be kept by the Department seeking the quotes and made available to the Town Accountant, the Town’s Chief Procurement Officer, or Independent Audit Firm, if requested.

Contracts greater than \$35,000 – The district conducts a formal advertised competition using sealed bids or proposals. The Director of Finance and Operations shall conduct sealed bids or proposals utilizing the “Bidding Checklist”. An award is offered to the qualified bidder who meets the district’s specifications and offers the lowest price.

Whenever possible, appropriate or required, the district will utilize the Commonwealth of Massachusetts – state contracts, the Massachusetts High Education Consortium (MHEC), COMMBUYS of the Commonwealth of Massachusetts’ Operational Services Division, or the cooperative bids solicited by area collaboratives.

Public construction laws per MGL Chapter 149 and Chapter 30, Section 39M shall be following by the Director of Finance and Operations when bidding public construction projects.

The Director of Finance and Operations shall apply for vendor’s Prevailing Wages, if applicable.

The Medway Public Schools procures only those items and services that are required to perform a mission and/or fill a bona fide need. Procurements are made using best value contracting, which includes assessing the best value considering quality, performance, and price.

The district adheres to the following objectives:

1. Procurement will be completely impartial based strictly on the merits of the supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
2. Make all purchases in the best interests of the district and its funding sources.
3. Obtain quality supplies / services needed for delivery at the time and place required.
4. Buy from responsible sources of supply.
5. Obtain maximum value for all expenditures.
6. Deal fairly and impartially with all vendors.
7. Maintain dependable sources of supply.
8. Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the school district supplier relationships.
9. Use collaborative purchasing whenever possible.

Adopted: September 28, 2017