

The Accelerated Schools Procurement Policy

1. Application: The Accelerated Schools (TAS) its employees, officers and agents, will follow the policies set forth herein and in the TAS Fiscal Policy and Procedures Manual, and as provided by applicable California and Federal Laws with respect to procurement of supplies, goods, services and other expendable property, and equipment purchased.
2. Conflict of Interest: TAS Conflict of Interest Policy and Fiscal Policy and Procedure Manual, shall be applicable to any selection, award or administration of contracts or awards for goods and services.
3. Competition: We have open and free competition for all procurements where we do not place unreasonable requirements on firms to order from, don't require unreasonable experience, avoid organization conflicts of interest and don't take arbitrary action in the procurement process to diminish open and free competition. We award on a most advantageous basis, with price and other facts considered, not just based on lowest price. We will not award contracts to offeror where there are indications of a lack of business integrity by consulting the System for Award Management to ensure the potential awardee is not to be suspended or debarred by the federal government. All procurement transactions subject to the procurement policy shall be conducted to help maximize full and open competition. Granting of contracts or purchases will be evaluated on the basis of what will be the most advantageous to TAS based on price, quality and other factors to be considered.
4. Procurement Instruments: The type of document for purchasing items used will be at the discretion of TAS.
5. Appropriate Contract type: When possible fixed-price contracts are preferred. Cost-plus contracts are acceptable as long as profit is separately analyzed and deemed reasonable and cost plus a percentage of cost are prohibited. Time and material contracts are permissible, but are the least favorable, but in certain instances may be the only appropriate alternative. Labor and material rates should be fully burdened to avoid additional markups and an overall price ceiling should be put in place to avoid open-ended work.
6. Contractor Qualifications: Contracts shall only be made with responsible outside contractors or companies who possess the ability to successfully fulfill the terms and conditions of the proposed procurement. As part of the evaluation factors that will be considered are contractor record of past performance, integrity, and technical resources they have.
7. Contract Administration: TAS shall maintain appropriate levels of oversight to ensure that contractors perform in accordance with the terms of their contract or agreement.
8. Micro-purchases: Purchases under ~~\$3,500~~10,000 do not require competitive quotes, but always must be evaluated on pricing for what is being procured. There is no specific competitive process required, with award being made to offer that is reasonably priced.
9. Small purchases: Purchases up to ~~\$25,000~~50,000 can be made with an informal process, but in most cases, we should receive price quotes from an adequate number of sources. Typically, an adequate number of sources is at least three offerors, but this is not a firm rule and could be more or less depending on the relevant circumstances.

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10. Purchases of over ~~\$25,000~~\$50,000: When applicable TAS shall obtain a minimum of three bids or proposals for providing the goods or services needed unless there is only a sole-source, and/or an emergency exists which does not allow the time for a more competitive proposal process, and/or after a solicitation of a number of sources competition is determined inadequate. The documents shall include the basis for selection.
11. General conditions: The employees designated as authorized to purchase by the Fiscal Service Department will always attempt and focus to purchase the goods or services at the best price possible for the quality needed, and shall avoid purchasing unnecessary items. The decision to outsource a service will be made with the focus on is it in TAS best interest to perform or start to perform the activity by using our own people, expertise and technology or to buy the activity from an outside service provider. In many cases we will use a master contract with purchasing organizations, like HPSI, EDBuy, NJPA, etc., to leverage our buying power. The purchases through a master contract or agreement have already completed the competitive process so we do not need to repeat this process for the same products or services. As best as possible, segregation of duties will be maintained within the procurement process.
12. Document retention: All actions taken will be documented and maintained including modifications to any contracts, as per our Fiscal Policy and Procedures Manual.
13. To help ensure that food products meet the Buy American Provision requirements we include in our procurement policy that we solicit foods which are 100 percent domestically grown and processed. That we purchase to the maximum extent practical domestic commodity or product. That substantial agricultural commodities are produced in the United States means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically which include meats and meat alternatives, grains, vegetables, fruits and fluid milk. However, if the product is not produced in the United States in sufficient and reasonably available quantities of a satisfactory quality or the costs of a United States product is significantly higher than a nondomestic product we can use these exceptions as a last resort to source products not domestically produced or manufactured. We will retain any documentation regarding exceptions to the Buy American Provision. When necessary we will request from the supplier specific information about the percentage of United States content in any processed end product. Included in our procurement process is a requirement that vendors certify the domestic percentage of the agricultural food component of commodities. We will manage our procurement by monitoring the vendor's compliance with the terms of the purchase order, review products and invoices to ensure that domestic food was solicited and conduct periodic reviews that products received comply with the Buy American Provision.