

Procedures for purchasing will be developed by the CEO or his/her designee, and communicated to all staff.

Purchasing procedures will be designed to avoid assumption of risk and to ensure the best possible price for the needed products and services.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited. For sole source purchases, the explanation as to why it is necessary to contract in a noncompetitive manner must be documented.

A “sole source” purchase may be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements. Such purchases are allowed where competition is not feasible.

Examples of exceptions from the competitive procurement process may include:

- only one known source exists for supplies or services as determined by documented research;
- no other reasonable alternative source exists that meets the school's requirements;
- only one source meets the business needs (e.g., compatibility, unique feature to meet the school’s business need, etc.); and
- procurement of public utility services.

Special arrangements may be made to satisfy exigent needs such as perishables and emergency supplies.

Legal References:

RSA 194-C:4 11 (a), Superintendent Services

NH Code of Administrative Rules Section 303.01 (b), Substantive Duties of School Boards

Revision History:

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Revision Dates:

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