PROCUREMENT THRESHOLD AMOUNTS FOR PURCHASES

(September 01, 2021)

➢ All purchases over $500 must be made by a valid SCS purchase order.

➢ A minimum of three (3) competitive quotes in the open market is required for all purchases under $25,000 (up to $24,999), when possible.

➢ A purchase of goods and services in excess of $25,000 must be competitively bid.

Exceptions below are:
  o Emergency Purchase (The emergency must be approved by the Procurement Director.)
  o Sole/Single Source Purchase (Stakeholder completes form on Procurement’s website and follow instructions to submit for approval.)
  o Approved Piggyback or Cooperative Agreement

NOTE: For an approved competitive solicitation award, cooperative agreement, piggyback, sole/single source purchase, or emergency purchase for goods only under $100,000, a purchase order will be created and submitted to the vendor. If an agreement is required, Procurement will submit the contract request to General Counsel with the supporting documentation. A purchase order will be created after receipt of the executed contract.

For Board approval of $100,000 or more, the stakeholder must submit to the Buyer:
  o Signed BAR
  o Board Briefing Form
  o 2nd Page of the Board Report
  o If an agreement is required, Procurement will submit the contract request to General Counsel with the supporting documentation.

For Board approval items:
  o The stakeholder must also submit a minimum one-page PowerPoint to the appropriate agenda coordinator for the Procurement or Academic Committee Meeting.
  o All contracts presented to the Board for approval must be presented 90 days before the projected effective date of the services.

Upon Board approval and execution of the agreement, if an agreement is required, the purchase order will be created and submitted to the vendor

➢ FOR INSTRUCTIONS/QUESTIONS FOR CONTRACT RENEWAL, AMENDMENT, AND NEW SOLICITATIONS, PLEASE SEE PROCUREMENT SERVICES – FREQUENTLY ASKED QUESTIONS (FAQs) DOCUMENT ON THE PROCUREMENT WEBSITE AT: http://www.scsk12.org/procurement/resources?PID=596