

This manual is subject to change at anytime

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INTRODUCTION

The purpose of this Purchasing Manual is to assist all Board of Education employees in the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contract Laws Title 18A:18A-1, ET. Seq.;
- New Jersey Administrative Code N.J.A.C. 5:34;
- Board of Education Policy;
- Other federal, state law and code; and
- NJ QSAC
- Local Finance Notices-NJ Division of Local Government Services

The Purchasing Manual is designed to achieve three (3) goals:

1. Follow the statutes and Board policy on purchasing;
2. Promote efficiency in the purchasing practices; and
3. Achieve savings of money through proper purchasing practices.

We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough leeway between generating a purchase order and the actual date materials or services are needed. Please think of purchasing in terms of a whole year. What items and services do you need on an annual basis?

Through proper planning, we can eliminate much of the frustration that is encountered in all public school purchasing procedures.

This manual should be reviewed with department heads, teachers, secretaries, and others who are involved in the purchasing process. It is imperative that everyone adhere to all purchasing laws and guidelines.

If you have any questions concerning the following guidelines, please do not hesitate to call the Business Office, Procurement Extension 38820.

ETHICS IN PURCHASING

All district employees are to practice exemplary ethical behavior in the purchasing process. Employees are to avoid any action that may be considered a conflict with their position with the district and those dealings with vendors who provide goods and services to the district. All district employees should adhere to the following terms and conditions of the board's policy on Ethics and Conduct in Purchasing; Vendor Relations

Financial Interest in any Contract; Direct or Indirect

No employee or board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the Board of Education.

Reference—N.J.S.A. 18A:6-8.

Solicitation/Receipt of Gifts from Vendors- - Prohibited

School board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or other thing of value from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act—N.J.S.A. 18A:12-21 et. seq.

School District Responsibility—Recommendation of Purchases

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et. seq.

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

School official and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes.

Vendor Responsibility—Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the Camden City School District, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Camden City School District or to any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to cause to influence any official or employee of the Camden City School District, in any manner which might tend to impair the objectivity or independence of judgement of said official or employee.

Vendor Certification

Vendors will be asked to certify that no official or employee of the Camden City School District or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Camden City School District.

Violations of the Policy—Sanctions

In accordance with N.J.S.A. 18A:6-8, any school district employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination and/or revocation of license to teach or to administer.

Criminal Code Citations

All School employees are reminded of the following New Jersey Criminal Code citations:

Title 2C—Criminal Code

2C:27-9 Unlawful Official Business Transaction

“A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest.” (N.J.S.A. 2C:27-9)

2C:27-10 Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior

“A public servant commits a crime in the fourth degree...if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant or another person, to influence the performance of an official duty or to commit a violation of an official duty.” (N.J.S.A. 2C:27-10)

Purchase Order Procedures

Authority to Purchase

The purchase of goods and/or services by a board of education is governed by state statutes, administrative code and board policy. New Jersey State Law (18A:18A-2(b)) assigns the authority to the Purchasing Agent to make purchases for the board of education.

The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the board of education.

The Camden City School District by board resolution has authorized Ms. Maureen Dougherty to be the Purchasing Agent for the school district.

Authorized Purchases

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the School Business Administrator.

Purchase Order

A purchase order, pursuant to State Law (18A:18A-2(v)), is a document issued by the Purchasing Agent authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the Purchasing Agent.

Unauthorized Purchases

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Unauthorized purchases are a violation of State Law and Board Policy.

Penalties listed below may be assigned by the Superintendent of Schools for unauthorized purchases:

Penalties for Unauthorized Purchases

First Offense	Letter in Personnel File	Pay for Purchase
Second Offense	Suspension	Pay for Purchase
Third Offense	Loss of Increment	Pay for Purchase

Fourth Offense Termination and/or Tenure Charges Pay for Purchase
Corrective Action for Non-compliance

Memo to Administrator

If the Purchasing Agent has determined that an unauthorized purchase has been made, a memo will be sent to the responsible administrator advising the administrator of the unauthorized purchase. The Superintendent of Schools shall receive a copy of the memo.

Memo to Superintendent

The responsible administrator shall prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the purchase order and a copy of the memo will be sent to the Superintendent of Schools.

Vendor Agreements / Contracts

All vendor agreements/contracts are to be sent and reviewed by the Purchasing Department before any review and signatures by administrators can be executed.

Expediting Purchase Orders

Proper planning must be in place before any order is made. The Purchasing Department has a specific process that all orders must follow. When a department has an order that needs to be rushed it disrupts the flow process. Purchasing will no longer be able to expedite any purchase order without an email to the Business Administrator and the district Purchasing Agent stating the reason for expediting. Requisitions will be reviewed daily.

Letter to Vendor

The Purchasing Agent will also send a letter to the vendor who provided either unauthorized services or goods. The letter will advise the vendor that payment may not be made for the unauthorized purchase. The Board Attorney will be copied on the letter.

At any time, during the Corrective Action Process, the Superintendent may invoke the penalties for non-compliance sanctions/penalties are part of the NJ QSAC Corrective Action Plan.

A repeat offense of an unauthorized purchase by the same staff within a school year will mandate that administrator to attend a special in-service workshop on proper purchasing procedures and any sanction, including termination that may be invoked by the Superintendent.

Miscellaneous:

Preview of Materials

All staff members must receive permission from administrators, supervisors, or principals to preview materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be prepared for a new item.

Reimbursements: Employee

The Board of Education only recognizes an employee reimbursement purchase order when it pertains to tuition reimbursement, pre-approved travel, meals, and conferences. The Board will not reimburse employees for items and goods personally purchased by the employee. The Board and Business Office shall examine extraordinary cases which may be impacted by grants and/or other situations.

Student Activity Accounts

Purchases made through Student Activity Accounts may not be reimbursed with Board funds. Purchase orders made payable to Student Activity Accounts for the aforementioned purpose will not be signed by the Purchasing Agent.

Responsibility of Originator of Requisition - Preparing a Requisition ** Requisition MUST match the Quote to Avoid Delayed Processing from Vendor **

The person who prepares the requisition has certain responsibilities before the order is sent to the administrator, supervisor, or principal for approval. The requester shall ensure the following:

1. **Funds Available**—Check to determine if funds are available in their budget to cover the requisition.
2. **Vendor's Name**—All Board checks are made payable to the vendor's name listed on the purchase order/requisition. A W9, Vendor form and New Jersey Business Registration Certificate must be submitted to Purchasing for all new vendors prior to requisition entry.
3. **Description of Items, Services, Costs and Catalog Numbers**—Items and/or services requested are to be described clearly with correct and up-to-date catalog numbers and costs.
4. **Shipping Costs**—Shipping and handling costs are to be added to the requisition. When reaching out to vendor for quote please make sure that if they have a shipping cost that it has to be written on the quote. **** Some Ed Data orders charge Shipping/Handling****

If you are unable to ascertain the actual charges, include a **"10% Estimated Shipping and Handling"**

If there are no shipping and handling charges, type on requisition: **“Shipping and Handling Included”**

- **Shipping Costs**—for textbooks over \$2000 will be handled by Book-It Distribution (Debjo Sales).
- When preparing the requisition for the book order, please type on the first line “DO NOT SHIP”; Call 973-975-6354; Book-It Distribution for Shipping Instructions.
- The requesting department shall submit a second requisition for the third party shipping **and reference and book purchase order**. The Business Office will then convert the requisition to a purchase order for the freight charges which should be included in your budget.

5. **Delivery Address—Attention of**—The delivery address should include the name of a specific person or a department.
6. **Delivery, Types of**—The Board of Education recognizes two (2) types of delivery.
 - a. **INSIDE DELIVERY:** Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building.
 - b. **SPOTTED DELIVERY:** Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building. Transportation carrier personnel or specialized individuals are responsible to then uncrate, setup, assemble items to determine good working order and remove all debris to the satisfaction of the Camden City School District within five (5) working days. Please ensure that all purchase orders have the correct delivery designation.
7. **Total cost**—Please include the words “Total Cost” on the requisition with the actual amount of the order. **Minimum Order**—the minimum order amount for all purchases is \$25.00. Please try to plan and combine orders to exceed the \$25.00 limit. Please verify your figures for accuracy. Please note: **The Camden City School District is exempt from paying New Jersey Sales Tax.**
8. **Ed-Data/State Contract Orders**—When ordering through Ed-Data or State Contract vendors (minimum order \$25.00) please include on the requisition
 - a. Ed Data/ State Contract # _____ and description, Vendor #A_____.
 - b. Shipping and Handling Included in most requests, some Requests like furniture may be additional ;
Appropriate documentation when required;
 - d. Specify **“This is an Ed-Data order”**, Per Ed Data Bid # _____,
Ed Data Vendor Bid # _____

9. **Quotations**—If quotations are obtained, please scan and attach to the requisition a copy of each written quotation received. Please enter the quotation number and date.
 10. **Bids**—If bids are obtained through the Purchasing Agent, please include the following on the requisition:
 - a. Bid Date; and
 - b. Bid Number
 - c. Board Resolution Number and Date
 11. **State Contract Orders**—When ordering through State Contract vendors:
 - a. Vendor’s State Contract number
 - b. Shipping and Handling Included; and
 - c. Appropriate documentation when required.
 12. **Scanned Documents**—Please scan and attach all documents that pertain to the requisition: quote, board minutes, contracts, forms, etc. and upload to Systems3000.
 13. **Add Receiving Contact Information-** Kindly add the individual whom wishes to receive a copy of the purchase order and who will be receiving the items. **** NOTE- The individual listed as receiving items will work with payables department for payment process. ** Those who do not have an e-mail address on the purchase order will not receive a copy of the purchase order****
- *** ALL LOCATIONS USING ED DATA PRICING COOPERATIVE MUST COMMUNICATE WITH PAYABLES TEAM ON RECEIVING/AUTHORIZING PROMPT PAYMENT*****
14. **Workflow**-Be sure to follow the progress of your Requisition in Systems3000 by tracking the levels of approval. Level of approval is a follows: # 1 Requestor/department approval, # 2 –
 - a. **When using State and Federal Grants** – Senior Director of Grants b. **When using General funds and School Based Youth and Early Childhood Programs-** Procurement will tick # 2-4, # 5 School Business Administrator
 15. **The requisition requestor** is **responsible to monitor** the process daily to ensure the requisition is complete and proceeds to a fully approved purchase order (PO). **Note: the requestor will be contacted three times for requisition status/guidance on items needed for approval. If no response, the requisition will be deleted.** **** Updates/requested documents to gain approval can be found on the scratch pad of each requisition****

****This process must be followed in order to ensure receipt of items in a timely manner. ****

Purchase Order Rationale Form

Educational or Operational Rationale

A Purchase Order Rationale Form shall be attached as backup to each requisition submitted. This form asks for a written explanation as to the educational or operational need for the purchase.

Administrators who submit requisitions have to put in writing why the purchase is essential to the school district. Administrator who sign off on requisitions will now have to provide explanations on the following:

- How students will learn or benefit from the purchase?
- What educational achievement or program may be linked to the purchase?
- How is the purchase of operational value to your school/office?
- Are the goods/services purchased useful for the long term rather than immediate need?
- Have inventories been checked to determine whether there is a real need for the purchase?

Administrators will now have to justify the need for the purchase and if so required, explain the need at a Board of Education meeting.

ALL Technology Requests must have Senior Director of Technology approval, since they need to keep track of inventory

**** If Board item or Resolution is needed for the request, indicate which month the approval can be found on both rationale form and requisition ****

NO CONFIRMING ORDERS. –* CONFIRMING ORDERS MEANS UNAUTHORIZED PURCHASES ****

Meals, Refreshments, Catering

The State of New Jersey Department of Education has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on board expenditures for meals and refreshments.

The expenditure of public funds for meals and refreshments may be used for the following:

Permitted Activities for Meals; Refreshments; Catering

- ***Student Activities***
Reasonable costs for light meals and refreshments directly related to activities that benefit students and are part of the instructional program are permissible. These activities must be part of the instructional program and not solely for student entertainment.
- ***Parent Activities***
Reasonable costs* for light meals and refreshments for parent activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent—State code.
- ***Dignitaries***
Reasonable costs* for light meals and refreshments for dignitaries as defined in State code, are permissible.
- ***Board Member Meetings—N.J.A.C. 6A:23A-7.12(f)***
Light meals and refreshments* are permitted for all board members and for employees who are required to attend a board of education meeting

*Please note that costs for light meals and refreshments are limited as follows:

Breakfast	\$7.00 per person
Lunch	\$10.00 per person
Dinner	\$15.00 per person

Documentation Required-Light Meals and Refreshments

Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided on the Purchase Order Rationale Form:

- Description of the activity;
- Purpose/justification of the activity; goal; objectives;
- Make-up of the group receiving the meals; and
- Name of employees and board members included in the group.
- Date and location of the event

Prohibited Activities

- ***Athletic Activities***
Light meals and refreshments served to **guests** at any athletic event, game or contest are not permitted.
- ***Staff and Employees of the School District***
Light meals and refreshments are not permitted for employees and staff of a school district, unless the staff member or employee is essential to a **student activity** where light meals or refreshments are being served.
- ***Honoring Employees***
Receptions, dinners or other social functions held for or honoring any employee or group of employees are not permitted when public funds are being used.

Travel Requisitions

Pursuant to N.J.S.A. 18A:19-1 et seq., employees of the school board, school board members, or an organization shall not receive an amount for travel and travel-related expenses in advance of travel.

Board members and employees shall only be reimbursed for work-related travel that is directly related to and is within the employee's or board member's current work responsibilities. Travel is only reimbursable with a prior approved board resolution.

Travel expenditures shall include, all costs for transportation, meals, lodging and registration or conference fees to and from the travel event. Travel expenditures also include costs for all required training and all travel authorized in existing school district employee contracts and school board policies.

A purchase order must be issued prior to travel event.

Conference registration fees of \$150.00 and above must be approved by Board Resolution at a Public Board Meeting prior to the event.

To ensure approvals are done in a timely manner, all travel requests must be submitted and approved by the board at least six (6) weeks before the travel date(s).

Travel Planning Basics

PLANNING

Staff must submit travel requests and plans well in advance

- Requests must be submitted to allow sufficient time (minimum 6 weeks before travel date) for Board approval.
- Confirm that the provider will accept purchase orders. If a purchase order is not acceptable, please allow a minimum of eight (8) weeks to process a check. This process includes creating a requisition, generating a purchase order, and adding the check request to the bill list. Checks will be issued upon approval of the bill list (after the monthly board meeting). This process includes paying for hotels in advance.

Trips must be solidified in a learning experience or continuing education credits required for staff recertification.

1. District, Team or School goals aligned and/or Curriculum Aligned (or College and Career Ready). Training may also

- o PD, training, and travel must be approved by manager, including the dates away from the office/schools

BUDGET

1. POs only

- o We can only attend venues that have no cost to the board and/or accept a PO process or you are willing to pay upfront and get reimbursed
- o NJ law does not allow CCSD to provide advance payments to any vendor

Reimbursement Process

For each employee seeking reimbursement:

Up to date forms are to be completed and submitted: * Note- if your address changes, new W9 needed*

- a) W9 form
- b) Vendor form

Send to Purchasing (purchasing@camden.k12.nj.us) to have added as a vendor in system.

- 1) Prior to the trip, all items that will require reimbursement need to be **board approved** at least 6 weeks in advance of trip.
 - a) Submit summary of the maximum travel costs on the [Travel Planning template](#) (found here [via Excel with formulas](#)), including lodging, transportation, food, etc.
 - o Three quotes are required for airfare
 - o For car travel, you must attach the [mileage calculator](#), Google Map (showing route from central office to destination and \$0.35/mile), a copy of your car insurance and vehicle registration.
 - o Staff must check the GSA website- www.gsa.gov/perdiem for the date and city(ies) traveled to ensure that expenses stay within guidelines, or staff will be responsible for paying the overage.
 - b) For out of state travel, county approval is also needed for trips that cost \$5,000 for staff or more OR have 5 or more staff attending (even if free).
 - o Complete the [Out of State Travel request form](#).
 - c) Draft [board item text](#).
 - d) The travel reimbursement will not exceed State travel reimbursement Guidelines as established by the Department of Treasury in the NJOMB circular letter (see attached) 06-2b (found at http://www.state.nj.us/info-bank/circular/cir_0602b.htm), including any amendments or revisions thereto;
 - e) All requests for reimbursement are in compliance with OMB Circular A- 87 (found at http://www.whitehouse.gov/omb/circulars/a087_2004.html);

Staff will submit for appropriate approvals:

- a) Board approval

- b) County approval (out of state travel for staff costs \$5,000 or more or 5 staff or more)
- c) Purchase Order (based on GSA maximums)
 - o Ops staff will confirm once the approvals have been received and the staff are eligible to travel (i.e. receive a PO).
 - o Staff seeking reimbursement will receive a PO with the maximum reimbursement costs, and must sign the vendor copy of PO. (Operations staff will sign the receiver's copy).

While traveling, be sure to adhere to [travel guidelines](#), GSA maximums, and your PO to ensure you will be reimbursed upon returning.

- a) Collect proof of attendance-for example a copy of the agenda.

Upon returning, staff must submit their reimbursement requests for within 48 hours:

- 1) Draft and submit an invoice that lists all eligible items for reimbursement and corresponds to complete/itemized receipts.
 - a) Here is an [invoice template](#).
 - You must include your Employee ID and the budget code from your board item.
 - If your expense is more than the GSA rate (for the full day or a specific meal, you must only list the GSA rate as the max amount for reimbursement.
 - (1) For example-if your GSA max is \$13 for breakfast that day and you spend \$15.50, you must only request \$13 for reimbursement.
 - (2) Also, if your GSA max is \$59 for the day, and you spend \$15.50 at breakfast, \$25 at lunch and \$25 at dinner, you can only list \$59 for reimbursement.
 - Alcohol cannot be reimbursed. You must remove it and associated costs (tax and tip) from your invoice.
 - You must sign and date the invoice.
 - b) Here is a [sample completed invoice](#).
- 2) You must attach itemized receipts that show exact items purchased (not just total spent).
 - Ideally, label each receipt to show how it aligns to your invoice (i.e. Day 1 Breakfast).
 - Ideally, have alcohol on a separate receipt or cross it out and show removal of extra tip and tax.
- 3) Additional supporting document may include:
 - Proof of attendance (REQUIRED)
 - If you are seeking mileage reimbursement for driving: copy of your car insurance and vehicle registration.
- 4) Submit the signed vendor PO, signed invoice, supporting documents, and receipts to Payables@camden.k12.nj.us and copy the designated staff within your department.
 - Keep a copy of the invoice and receipts for records.

Upon receipt of proper documentation prior to the 5th of the month, the business office will add the reimbursements to the bill list for the next board meeting.

- Checks will be distributed after the board meeting, and should be available by the first week of the following month.

General Travel Guidelines

Conference Registration Costs

Registration for conferences shall be made by preparing a purchase order to the vendor. Purchase orders should be prepared well in advance for the vendor to receive the registration.

- Some conferences require the registration to be pre-paid. If this is the case then a purchase order for your reimbursement can be created.
- No purchase orders will be signed or processed unless the following is attached:
 - Travel request form
 - Approved Board Resolution
 - Executive County Superintendent Approval-if applicable (out of state and \$5k+ or 5+staff)

Travel Activities and Costs

The travel activities listed are to be prepared, reserved, and/or scheduled only after official approvals have been granted.

- Any costs for unauthorized unapproved travel will be paid by the employee. An employee who travels in violation of the school district's policy and/or N.J.S.A. 18A:11-12(s) shall be required to reimburse the school district in the amount of three (3) times the cost associated with the event.

The purchase or payment of related transportation expenses shall be made by purchase order or personally by a school district employee, board of education member and reimbursed at the conclusion of the travel event.

- An actual invoice or receipt for each purchase or expense shall be submitted with a claim for reimbursement.

Ref. N.J.A.C. 6A:23A-7.10(a)

Travel Route

All travel shall be by the **most direct, economical and usually-traveled route.**

- Travel by other routes as a result of official necessity shall only be eligible for payment or reimbursement if satisfactorily established in advance of such travel. (Provide details with your travel form.)
- In any case where a person travels by indirect route for personal convenience, the extra expense shall be borne by the individual.
- Reimbursement for expenses shall be based only on charges that do not exceed what would have been incurred by using the most direct, economical and usually-traveled route.

Travel Methods

For the purposes of these rules, “transportation” means necessary official travel on railroads, airlines, shuttles, buses, taxicabs, school district-owned or leased vehicles and personal vehicles.

In determining the relative costs of private and public transportation, all associated costs (i.e. tolls, taxicabs, airport or station transfers, etc.) shall be considered.

Air Travel

Reimbursement for airfare without quotation in advance from at least three (3) airlines and/or services is prohibited. *Ref. N.J.A.C. 6A:23A-7.8(a)(17)*

- Airline tickets shall not be booked until all necessary approvals have been obtained.

The most economical air travel should be used, including the use of discounted and special rates.

- Air travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business.
- Airfare other than economy (i.e. Business or First Class) shall not be fully reimbursed by the school district except when travel in such cases:
 - Is less expensive than economy;
 - Avoids circuitous routings or excessive flight duration; or
 - Would result in overall transportation cost savings.
- All airfare other than economy and not covered by the above exceptions purchased by an employee or board member shall only be reimbursed at the economy rate for the approved destination.

The following options should be considered when booking tickets:

- Connecting versus nonstop flights;
- Departing earlier or later compared to the preferred departure time;
- Utilizing alternative airports within a city, i.e. Chicago, Illinois-Midway Airport versus O’Hara Airport;
- Utilizing alternative cities, ie., Newark versus Philadelphia.
- Utilizing “low cost” airlines; and
- Exploring alternate arrival and/or departure days.

No employee or board member can earn benefits as a result of school district funded travel.

- Employees and board members are prohibited from receiving “Frequent Flyer” benefits accruing from school district funded travel.

Justification shall be required when actions by a traveler result in additional expenses over and above the authorized travel request. Sufficient justification shall be considered only for factors outside the control of the purchaser. Additional expenses without sufficient justification shall not be reimbursed.

- Justification shall accompany requests for airline ticket reimbursement when purchased by employees or board members contrary to the above regulations. Sufficient justification shall be

considered only for factors outside the control of the purchaser. Noncompliant purchases without sufficient justification shall not be reimbursed. Reimbursement of purchases with sufficient justification shall be otherwise permitted and reimbursed in accordance with the above procedures.

Baggage Fees-Airline

The district recognizes that airline baggage which was once checked in without cost, now has a minimum fee per bag assessed by the airlines.

- The New Jersey Administrative Code is silent about reimbursement of airline baggage fees, however, it is noted in two separate citations pertaining to airline travel that additional expenses incurred by the traveler “...outside the control of the purchaser” may be considered for reimbursement.

Baggage Fee Reimbursement-Limit One (1) Bag:

The district will consider in accordance with N.J.A.C. 6A:23A-7.9(c)(2) (viii/ix) reimbursing the employee or board members up to \$25.00 for one bag checked in. Receipts must be provided for reimbursement as well as documentation from the airline that the baggage fee is a required fee.

- An exception can be made with justification for travel longer than 1 week or with training materials.

Rail Travel

The most economical scheduling of rail travel shall be utilized, including excursion and government discounts whenever applicable.

- Rail travel shall only be authorized when determined that it is necessary and advantageous to conduct school district business.
- Traveling within the Northeast Corridor, NJ Transit shall be used as the rail options whenever possible. Use of Amtrak will not be authorized unless it is the only means of travel available or is essential based on the timing of event to reduce other costs.
- The use of high speed rail services, such as Acela, shall not be authorized.

When two or more employees and/or board members are traveling to the same event in the Northeast Corridor (between Boston, MA and Washington, DC), travelers can consider a personally-owned vehicle. All rail travel, including rail travel in the Northeast Corridor must be processed in the same manner for Air Travel.

Automobile Vehicles-Personal

Use of a personally-owned vehicle on a mileage basis shall not be permitted for official business where a school district-owned or leased vehicle is available.

- If it is fiscally responsible to use a taxi, Uber, or other ground transportation instead, please do so.
- Reimbursement for travel to points outside the state by automobile shall be permitted when such arrangements prove to be more efficient and economical than other means of public transportation.

Mileage Rate

Mileage allowance in lieu of actual expenses of transportation shall be allowed at the rate authorized by the annual New Jersey State Appropriations Act, or a lesser rate at the board's discretion for an employee or board member traveling by his personally-owned vehicle on official business.

- The rate as of January 2021 is \$0.56 per mile.

Parking and toll charges shall be allowed in addition to mileage allowance.

Travel Mileage Computation

All persons using their personal vehicle on board approved travel shall complete the mileage portion of the district [Travel Planning form](#).

- The miles should be determined based on departure from the central office address.
- A copy of an online map with miles calculations must be submitted with planning documents and reimbursement.
- All travel by automobile must be done by the most direct, economical and usually traveled route. Travel miles will be the actual mileage traveled.
 - The Business Office will use www.google.com/maps as a verifying guide, if necessary.

Insurance Identification Card-Required Submission

All employees and board members using privately-owned cars in the performance of their duties for the school district shall present a New Jersey Insurance Identification Card indicating that insurance coverage is in full force and effect with companies approved by the State Department of Banking and Insurance. The insurance ID card is to be submitted to the Superintendent's Office with the travel planning form. *Ref. N.J.A.C. 6A:23A-7.9(c)(4v)*

- Employees who are out-of-state residents must provide appropriate insurance identification in lieu of the New Jersey Insurance Identification Card.

Vehicle Registration-Required Submission

All individuals using personal vehicles on a travel event must submit a copy of the vehicle registration with the purchase order for travel reimbursement.

Carpooling

The Board encourages the use of carpooling to conferences for economic and environmental reasons.

- The Board will only reimburse the employee/owner of the vehicle being used.

Tools

Reimbursement will be provided for the cost of all tolls. Every effort should be made to obtain receipts. Copies of EZ Pass statements highlighting the tolls paid are acceptable documentation.

Parking Costs

Reimbursement will be provided for the cost of all reasonable parking costs.

- A receipt for parking payment is required for reimbursement.

Automobile Vehicles-Public

Taxicabs

Necessary taxicab or Uber charges are permitted.

- However, travel to and from airports, downtown areas and between hotel and event site shall be confined to regularly scheduled shuttle service when such service is complimentary or is less costly.
- If shuttle service is not available, taxicabs may be used-receipt is requested for reimbursement

Car Rentals-Prohibited; Exceptions

Car rentals, either utilized for airport transportation or transportation at a conference, convention, etc., are prohibited unless absolutely necessary for the conduct of school district business.

Justification must accompany any request for car rentals.

- An example of the justified use of car rental is when an employee is out of state, making inspections at various locations, and the use of public transportation is impractical.
- If approved, the most economical scheduling of car rental is to be used, including the use of subcompacts, discounted and special rates.

Limousine Services and Chauffeuring Costs-Prohibited

The Board of Education shall not be responsible, nor bear the costs for limousine services or chauffeuring costs to and from the event or during the event.

Lodging, Meals and Incidentals

For in-state and single day trips, [click here to review guidelines](#).

- Allowable per diem reimbursement for lodging, meals and incidentals shall be actual reasonable costs, not to exceed the federal per diem rates for the event location.
 - The US General Services Administration publishes a schedule of federal per diem rates in the Federal Register for approved overnight travel by the event location.
 - The latest federal per diem rates schedule for lodging, and meal and incidental expenses by location can be found at www.gsa.gov.
 - If the event location is not listed, the maximum per diem allowance for meal/incidental expenses and lodging shall be the amounts listed in the current NJOMB circular.

Lodging

Reimbursement for lodging expenses for overnight travel, out-of-state or in-state as authorized by the Commissioner, may exceed the federal per diem rates if the hotel is the site of the convention, conference, seminar or meeting and the going rate of the hotel is in excess of federal per diem rates (pursuant to N.J.S.A. 18A:11-12(o)).

Lodging Reservations (Hotel is Convention Site)

Hotel reservations may be made through the purchase order process only if the hotel is the site of the convention, conference, seminar or meeting.

- The reservations must be for the regular conference room rate. The district will not pay or reimburse for any room upgrades.
- *Please note:* Hotels usually reserve a block of rooms for conference attendees at a special conference rate. Once that block has been sold out, the hotel will make rooms available at the regular hotel rate.

Some hotels require prepayment, and staff must pay and be reimbursed if a PO is not accepted.

Lodging Reservations (Hotel is NOT Convention Site)

Lodging expenses may not exceed the Federal maximum per diem rate for lodging in the designated city.

- Per diem rate does not include taxes (which can be reimbursed above the per diem rate).

All reservations for hotels are not the convention site may not be made by the purchase order process; unless the costs do not exceed those listed in the federal per diem rates.

- All payments for lodging that is not the hotel site are to be borne by the attendee, and the Board will only reimburse the maximum per diem rate.

All reservations are to be made one the appropriate approvals have been received.

Meals and Incidental Expense (M & IE)

GSA Meals/Incidental Expense Planning Worksheet

Included with these rules and regulations is a GSA Meals/Incidental [Travel Expense Planning worksheet](#), that includes details for GSA rates.

Per Diem Meal & Incidental Expense Rates for Overnight Travel

Reimbursement will be the actual reasonable costs, however, not to exceed the federal per diem rates, as established in the Federal Register for the current year. (NJ Circular Letter 11-05 OMB)

- The federal per diem rates may be found on www.gsa.gov.
 - If the employee/board member’s destination is somewhere other than the locations listed in the Federal Rates then the maximum reimbursement is \$31.00 per diem for meals and incidentals.
- The meals and incidental expenses reimbursement rate (M & IE) range from \$46.00 to \$71.00 (on travel days, GSA rates are reduced to 75% of the meal and incidental allowance rate) per diem as follows:

<input type="checkbox"/> Breakfast	\$7.00-\$12.00 per diem
<input type="checkbox"/> Lunch	\$11.00-\$18.00 per diem
<input type="checkbox"/> Dinner	\$23.00-\$36.00 per diem
- These rates include:
 - Taxes (on food)
 - Tips; Gratuities (on food)

- In any cases in which the total per diem reimbursement is greater than the federal per diem rates, the costs shall be considered excessive and the max per diem rate reimbursed. Receipts still must be submitted.
 - The allowance for a meal or meals, or incidentals shall not be eligible for reimbursement when included and paid in the registration fee, the cost of lodging or transportation charges.

Meals Reimbursement

- All employees and board members seeking reimbursement for meals and incidentals shall create and sign an [invoice](#) to certify that all expenditures were actual and reasonable and in compliance with these rules.
- Meals during one-day, out-of-state trips required for school business purposes may be authorized for breakfast, lunch and/or dinner in an amount permitted by the first day of travel by GSA rates.
- One-day trips that do not involve overnight lodging are not eligible for any meal and incidental expense reimbursement (M & IE), except as noted in NJ Circular Letter 11-05 OMB.

Additional Allowable Expenses

- Internet Connection Service - The Board will reimburse daily internet connection service fees if the internet service is used for district business.
- Gratuities – The Board will reimburse all gratuities for valet parking, baggage service, maid service, etc., not to exceed the published current Incidental Expense amount listed in the GSA Domestic Per Diem Rate schedule.
- Other expenses that are defined as essential to transacting official business and have been pre-approved, including shipping costs for materials.

Expenses Not Allowed

The Board will not reimburse the following:

- Alcoholic Beverages – The Board will not reimburse for alcoholic beverages. If it is part of the food bill, the employee must so notify the Board by deleting the amount from the request for reimbursement.
- Charges for laundry; cleaning; valet services.
- Entertainment -- Any and all entertainment including hotel in-room movies, amusement, diversion and social activities and any costs directly associated with such costs/tickets to shows or sports events, meals, lodgings, rentals, transportation and gratuities.
- Food for Spouse; Relatives; Friends; etc. – The Board will not reimburse any food or beverage costs for spouses, relatives, friends, etc. Only costs incurred by employees and in accordance with the GSA per diem rate will be considered.

- Gratuities in excess of the Federal Per Diem Rate.
- Hospitality Rooms.
- Souvenirs, memorabilia, promotional items or gifts.
- Other non-conference related expenses.

Conference Related Expenses – Prior Approval Needed

- While the Board appreciates that there are many books, materials, supplies, videos and other items available for purchase in preparation for the conference, at the conference itself, and at any post-conference events, the Board cannot be expected to reimburse employees/board members for any of these items purchased, unless so previously provided by the Superintendent and/or Board resolution.

These items should be ordered from the conference through the purchase order process.

ADMINISTRATIVE RULES

The Administrative Rules for travel shall be approved by the Superintendent and comply with:

- N.J.S.A. 18A:11-12 et seq.
- N.J.A.C. 6A:23A-5.9, 6.13, and 7.1 et. seq.
- Commissioner’s Regulatory Letter – March 16, 2010
- NJ Department of Treasury Circular 11-05 OMB
- Federal OMB Circular A-87
- Board Policy 3240
- Board Regulation R3240
- Board Regulation R0147
- Travel Guidelines—January 1, 2009—NJ DOE

For full [District policies - review those posted online #6471 \(starting on page 56\)](#)

These rules pertain to employee travel, board member travel and for the types of travel listed below.

Types of Travel

1. Training/Seminars/Workshops
2. Conventions and Conferences
3. Retreats
4. School District Sponsored Events

Executive County Superintendent Approval – Out of State Travel Only

Pursuant to N.J.A.C. 6A:23A-5.9(c), written approval is needed from the Executive County Superintendent if:

- Out of state travel event has a total cost that exceeds \$5,000 – regardless the number of attendees; or where 5 or more individuals from the district are to attend the same out of state travel event.

Executive County Superintendent – Approval Process

- Obtain approval of Superintendent / Board
- Complete Travel Request Form – Executive County Superintendent

Out of Country Travel -- Approval

For all employee and board member travel events out of the country, regardless of cost or number of attendees, the school district shall obtain the prior written approval of the Executive County Superintendent. Such requests must be supported by detailed justification. It is expected that approvals will be rare.

Ref. N.J.A.C. 6A:23A-5.9(d)

Unforeseen Travel Situations – Approval

There may be an occasion where unforeseen situations arise wherein a travel request cannot receive prior approval of the Board of Education. A memo shall be prepared and sent to the Superintendent outlining the compelling reason(s) and justification for the employee to attend the travel event.

The Superintendent, in granting approval, shall also request permission from the Executive County Superintendent or his/her designee. No travel in these types of unforeseen situations shall take place unless approval is received from the

- Superintendent of Schools; and the
- Executive County Superintendent of Schools or his/her designee.
- Travel to conferences, conventions and symposiums are not considered to be emergencies and shall not be approved after the fact.

Ref. N.J.A.C. 6A:23A-7.4(e)

The Board of Education shall ratify the travel request at its next regularly scheduled meeting.

Alternate Approval Authority – Deputy Superintendent

The Assistant Superintendent of Schools has been designated as an Alternate Approval of Travel Authority and shall have the authority to approve travel requests in the absence of the Superintendent. *Ref. N.J.A.C. 6A:23A-7.4(a)(1)*

Unapproved Travel

Any costs for unauthorized unapproved travel will be paid by the employee. An employee who travels in violation of the school district's policy and/or N.J.S.A. 18A:11-12(s) shall be required to reimburse the school district in the amount of three (3) times the cost associated with the event.

Additional Sustenance Restrictions

One Day Trips -- N.J.S.A. 18A:11-12(n)

- One day trips are not eligible for subsistence (lodging, meals, incidentals) payment or reimbursement except for mileage; tolls and reasonable parking costs, exceptions are noted in NJ Circular 11-05 OMB and N.J.A.C. 6A:23A-7.11(a)

Overnight Travel – Within New Jersey – Prohibited

- In accordance with NJ Circular 11-05 OMB Section X-B and N.J.A.C. 6A:23A-7.11(b)

Exceptions to Overnight Travel In-State Rule

- Pursuant to the OMB Circulars, generally, overnight travel shall not be eligible for subsistence reimbursement if travel is within the State. Overnight travel is permitted if such travel is authorized or is a required component of a grant, donation or other funding agreement with the district.
 - The specific required overnight in-state travel event must be detailed in the approved grant, donation, or other fund acceptance agreement along with number of employee(s), board member(s) and total cost. All reimbursements are subject to these rules unless the funding acceptance agreement specifies otherwise. *Ref. N.J.A.C. 6A:23A-7.11(b)*

For full [District policies - review those posted online #6471 \(starting on page 56\)](#)

Permitted and Non-Essential Purchases

1) **Permitted Purchases**

a) Commencement; Convocation Activities

All reasonable costs for commencement; convocation activities are permitted.

b) Field Trips/Extracurricular Activities

All field trips using public funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A board agenda approving the field trip must be attached to the requisition.

c) Library Books; Magazines, Videos/DVD's/CD's

All library books; magazines and multimedia presentation materials shall be for educational or operational purposes.

d) T-Shirts

The Superintendent will consider, on a case basis, requests for the purchase of T-Shirts. It is strongly encouraged that purchases of T-Shirts be made through the appropriate student activity account; check with accounting if unsure.

2) **Non-Essential and Prohibited Purchases**

Carnivals	Retirement Plaques
Gifts for Employees	Bereavement flowers; baskets
Teacher appreciation gifts/activities	Student entertainment

The list is not all inclusive and items may be deemed non-essential by the Superintendent during the course of the school year.

Incentive Purchases

Student incentives must be educational in nature and of nominal value. Monetary Incentives, which includes gift cards, are unallowable costs for both State and Federal Funds as they put the district in a vulnerable position for audit and monitoring findings. Thus, monetary incentives are unallowable for all general fund accounts Fund 11 through Fund 15 and for all Fund 20 Federal and State grants.

Incentives should not need to be monetary. All schools should have included in their ASP goals specific incentive items such as supplies, pencils, etc. Barnes and Nobles cards may be an acceptable form of incentive. However, they must be of a reasonable amount. The schools are to provide a list of incentivized items in their plans and they should be adhering to those plans.

B. Responsibilities of Administrator/Supervisor or Principal-Reviewing a Requisition

Administrators/supervisors and principals must ensure the following is reviewed before the requisition is approved:

Funds Available: They must check to determine if *funds are available* in their budget to cover the amount of the purchase order.

Requisition Completion: They must check to determine that items 1-14 previously noted have been *properly completed*.

Requisition to be approved in Systems 3000, by the appropriate administrator. By approving the requisition, the administrator/supervisor or principal is certifying that funds are available in the budget account line to cover the cost of the purchase.

C. Responsibilities of the Business Office

The Purchasing Agent reviews each requisition. Special attention is given to the following:

- **Available Funds**-The Requisition System will not permit a requisition to be finalized if there are insufficient funds in the account.
- **What is being ordered and the cost**-The Purchasing Agent reviews the technical aspects of the requisition to ensure compliance with State Law and Board Policy. The Business Office checks the cost of each item and determines if it can be purchased from another vendor at a savings. The Business Office also reviews whether the requisition exceeds:

The Quotation Limit:	\$6,600.00
The Bid Limit:	\$44,000.00

- **Document Check-State Law**-Pursuant to various State Laws, the Purchasing Agent must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:
 - IRS W-9 form
 - Business Registration Certificate (BRC)-Purchases \$6,600.00 and over (must be active)
 - Political Documents must be updated to align with updated elections.
 - N.J.S.A. 19:44A-20.4 Chapter 271-Political Contribution Disclosure Form (PCD)- Purchases over \$17,500.00 (cumulative).
 - Iran Financial Disclosure Form (Purchases over \$17,500)
 - Statement of Ownership (Purchases over \$17,500)
 - Affirmative Action Questionnaire/ Report, and Employee Information Certificate -Contracts \$44,000.00 and over (cumulative).
 - Insurance Certificate - Adding Camden City School District and Non Public School (If applicable) as Additionally Insured * Note any public work contract requires certificate of insurance if the job is over \$2K*
 - Non Collusion Affidavit (\$6600-\$44,000)

Administrators recommending contracts for professional/educational services are to secure the Chapter 271 PCD from the vendor when the vendor submits his/her proposal. The PCD must be forwarded to the Business Office.

- **Review of Requisition**-The requisition is also reviewed for technical aspects such as:

- Account number missing or incorrect;
- Shipping charges added;
- Signatures missing;
- State contract numbers incorrect/missing;
- Vendor address incomplete; and
- Other items as listed under Responsibilities of Originator of Requisitions

Incomplete or improper requisitions will be rejected. A note will be placed in the accounting system and/or email sent to the originator.

If the Purchasing Agent is satisfied, he/she approves the requisition. The Business Office will then:

- E-mail the purchase order to the vendor, copying the requestor/ contact to which items will be shipped. .

The purchase order process, as explained, may take 7-14 days to complete. Please plan accordingly.

- **Transfer of Funds**

While on-line requisitions cannot be processed with insufficient funds, transfers may be necessary in other circumstances. All requests for a transfer of funds are to be sent to: the **Director of Accounting and Auditing and/or School Business Administrator**

All transfer of funds has to be approved by the Board of Education at a public meeting. Transfers of funds (more than 10% of the budget line item) must be approved by the County.

D. Responsibilities of the Vendor

The Business Office sends to the vendor the purchase order along with a vendor letter which outlines all instructions for the vendor to take. The vendor is to sign the voucher and return it to the Business Office with an invoice.

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

D. Employees Prohibited from Signing Contracts

Board of Education employees are prohibited from signing any contract offered by a vendor.

Employees Prohibited from Signing Contracts--Prohibition

Board of Education employees are prohibited from signing any contract offered by a vendor.

The power to sign and execute vendor contracts after Board of Education approval lies with the Board President and the Board Secretary.

The power to sign and execute contracts after Board of Education approval lies with the School Business Administrator.

Contracts signed by an employee shall be considered non-binding by the Camden City School District with the employee accepting full responsibility for the costs of the contract.

- **Negative Vendor Experience**

The Report of Unsatisfactory Performance is to be filled out regarding issues that may arise in the course of business with a vendor.

The Supervisor is to fill out the form listing the vendor's name, purchase order number and date, and the problem statement. The form will then be mailed to the vendor to be filled out and returned to the Purchasing Agent within ten (10) working days.

The forms will be used in evaluation of the vendor and forms that are returned uncompleted could result in the vendor being disqualified from future bids.

- **Rejection of Bid/Proposal Submissions**

Pursuant to N.J.S.A. 18A:18A-4, the Camden City School District may disqualify a bidder based upon properly documented "prior negative experience". The Purchasing Agent will prepare a letter to the bidder considered for disqualification stating that the bidder's right to hold a hearing with the Board of Education to show good cause as to why their bid/proposal submission should not be disqualified. The Board of Education may ultimately vote on disqualification of the submission.

Pursuant to N.J.S.A. 18A:18A-22 a Board of Education may reject all bids for any of the following reasons:

- The lowest bid substantially exceeds the cost estimates for the goods and services;
- The lowest bid substantially exceeds the Board of Education appropriation for the goods or services;
- The Board of Education decides to abandon the project for provision or performance of the goods or services;
- The Board of Education wants to substantially revise the specifications for the goods or services;
- The purposes or provision or both of N.J.S.A. 18A:18A-1 et seq. are being violated; and
- The Board of Education decides to use the State authorized contract pursuant to N.J.S.A. 18A:18A-10.

E. Cancellation of Purchase Orders

All requests to cancel purchase orders must be made in writing to the Business Office. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders.

F. Private Purchases—Prohibited

Goods and services procured by the Camden City School District are exclusively for the use of the Camden City School District and if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

Employee of the Camden City School District are prohibited from purchasing privately goods and/or services off the bid prices and quotation prices offered by the vendors to the Camden City School District.

Procurement Methods

A. Bids (Purchases that exceed the bid threshold-\$44,000.00

This method is used for contracts for goods, materials, services and public work projects that exceed the bid threshold of \$44,000.00.

Examples

Building Services Department

Plumbing, Electrical, HVAC work
Custodial Supplies
Public Works Project

Technology

Computer Supplies/Equipment
Printers/Computer
Interactive Boards

Food Services Department

Groceries and Canned Goods
Pest Control Services
Baking Goods-Rolls, Bread

Title I Testing

Test Scoring Services

District

Furniture
AV Equipment
Calculators

Athletics

Footwear
Athletic Supplies/Equipment
Physical Ed Supplies/Equipment

Award of Contract-Lowest Responsible Bidder

The common thread of all these bids is that the district has to award the contract pursuant to N.J.S.A. 18A:18A-4 (a) to the lowest responsible bidder which means the lowest price.

Bids and Purchasing:

Bid limit-\$44,000-this is the QPA purchasing agent bid threshold.

The Camden City School District is restricted by New Jersey state law on how much money can be spent by the district for the entire year on materials, supplies, and services.

The bid threshold or bid limit is \$44,000. This means that any specific item, class of items, and/or services of a similar nature, purchased by the school district totaling in the aggregate more than \$44,000 for the entire year, must be competitively and advertised for bid. This restriction is for the entire district and not by location or schools.

You cannot circumvent the law by splitting purchases to be under the \$44,000 bid limit.

Administrators that have purchases that may exceed the \$44,000 bid limit are to contact the Purchasing Office to begin planning the bid process.

The formal bidding process takes about 6-8 weeks to complete as explained in the Appendix under Bid Process.

Annual Bids/RFP

The Camden City School District, to be in compliance with N.J.S.A. 18A:18A-9, requests that central office department administrators and supervisors and school principals start to plan and prepare for Annual Bids.

- ***March-** Administrators/Supervisors prepare technical specifications to be reviewed by Purchasing Agent
- ***April-** Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding.
- ***May/June-** Annual bids are received, opened and tabulated by the Purchasing Agent.
- ***June-** Bid resolutions are prepared by the department with the review of the Purchasing Agent for Board approval.
- ***July-** Purchase orders are generated by Administrators/Supervisors for July/August/September delivery.

Bidding: Time Frame

As stated before, the formal bidding process usually take about 6-8 weeks from start to finish. Please plan appropriately. An outline of the bidding process is located in the Appendix.

Exceptions to the Bid Limit : 18A-18A-5

New Jersey State Law allows for some exceptions to the bid requirements. There are approximately twenty (20) exceptions where a Board of Education does not have to go out for bid for goods and services. Some of them are:

- a. Purchasing through New Jersey State Contract;
- b. Exception (1) Professional services as outlined by New Jersey law;
- c. Exception (5) *Textbooks, kindergarten supplies, student produced publications, library and educational goods;
- d. Exception (11) *Legal notices (11) , food supplies (6 & 22) utilities, insurance (10) , election expenses (13) , travel and conferences (18) ; and
- e. Contracts with other government entities; county and state colleges.

*These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37(a) if practicable.

The Purchasing Agent should be contacted concerning exceptions to bidding.

B. Quotations (Total for the School Year (SY) Purchases that fall between \$6,600 and \$43,999 must comply with State (18A:18A) , and Federal (2 CFR 300.20)

\$6,600 - \$17,499

- 3 solicitations of Quotes – formal - letter head from vendor or informal (e-mail, documentation of verbal, screenshot of cart)

\$17,500 - \$43,999

- Three formal written quotes are required. The quotes must be submitted with the requisition (Taking into consideration both State 18A and Federal Laws 2 CFR 300.20)

\$44,000 and above - Competitive Contracting

- Bids/RFPs

C. Requests for Proposal-RFP (opening is 20 days after advertising date) This method is preferred for the following contracts:

Professional Services

Medical
Auditor
Attorney
Engineer, Architect

Academic/Operational Services

(Contracts more than \$44,000)
Instructional Services
Educational Services
Professional Development

The RFP method is designed to award the contract to the vendor based upon a list of criteria which include:

- Management Criteria
 - Business organization; staffing
 - Experience; and
 - Knowledge of district
- Technical Criteria
 - Submission of narrative how firm will provide services; planned approach; measurable results
 - Understanding how services will be provided
- Cost Criteria
 - Fee proposal submission; cost analysis

The contract for an RFP contract does not; I repeat *does not* have to be given to the respondent who submits the lowest price. The evaluative criteria process is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices using evaluation scoring.

D. Competitive Contracting (RFP) (Certain Contract over \$44,000)

This procurement method is used for certain contracts over \$44,000.00.

The district can only use this method for contracts that are outlined in NJ State Law 18A:18A-4.1. Some of the examples are:

- Pre-school Wrap around Program
- Student Data Warehousing
- Student Information System
- Professional Development Services
- Educational Instructional Services

The award of contract is similar to the RFP award-prices and other factors are considered.

E. EUS-Extraordinary Unspecifiable Services (18A-18A- 5 (2)

The EUS procurement method is used for the procurement of insurance and insurance consultant services. The Purchasing Agent will coordinate all ESU activities pursuant to N.J.S.A. 18A:18A-5(a) (10) and N.J.A.C. 5:34-2.1 et seq.

F. Other Procurement Methods

The district also uses the following methods of procurement:

- State Contract Purchasing
- Emergency Contracts
- Cooperative Purchasing Agreements
- Shared Services Agreements
- Sound Business Practices

G. Federal Procurement Guidelines-2 CFR 300.20

Purchasing using Federal funds are to follow the Public School Contracts Law of New Jersey (18A:18A) and Federal Procurement Law (2 CFR 300.20); utilizing the most stringent requirements with the following exceptions and explanations listed under Appendix, G, H, and I.

H. State Contract Purchasing

Pursuant to N.J.S.A. 18A:18A-10(a) a Board of Education may purchase goods and services through State Contract vendors. A list of all existing State purchasing contracts can be viewed at: <http://www.state.nj.us/treasury/purchase/noa/contracts/noaalp.html>. If the purchase exceeds the bid threshold, the Board of Education must adopt a resolution awarding the contract.

- Computers*

If you plan to purchase computers, please adhere to the following process prior to completing requisitions for computers.

Contact the Director of Technology Information Ext. 65588

The Director can assist with confirmation of the technical requirements as well as assist with obtaining a quote from the list of approved technology vendors for the school year.

Once you have received the quote from the Director of Technology, the Director must sign off on the rationale.

Please contact the **Director of Facilities at Ext. 64745**. The Director has to be apprised of all computer purchases to properly plan for electrical hookups.

☐ *Copiers-Pre Approval Needed*

If you plan to purchase a copier, please contact the Business Administrator at Ext. 65507. All purchases of copiers must be pre-approved by the School Business Administrator and the Superintendent of Schools.

Purchase Orders-State Contract

All purchase orders made through State Contract vendors shall include the following:

1. State Contract Number;
2. Notification of Award;
3. Method of Operations;
4. Approved Price List; and
5. Shipping and Handling included.

I. Professional Services

Professional Services contracts that exceed \$44,000 for the school year, must be procured through a competitive process. The district uses the Request for Proposal (RFP) method of procurement. Examples of professional services are:

Legal	Dental
Auditing; Accounting	Medical Evaluation
Architectural; Engineering	Physician; Nursing

J. Academic Services

Academic services contracts that exceed \$44,000 for the school year must be procured through a competitive process. The district uses the following methods of procurement:

\$6,600 - \$43,999	Quotations
\$44,000 or more	Competitive Contracting/RFP

Examples of Academic Services are:

Instructional Improvement	Educational Consultants
Professional Development	

K. Emergency Contracts

Emergency Contracts are strictly regulated by N.J.S.A. 18A:18A-7. A situation must exist affecting the health or safety of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

The Emergency Contract process is reviewed in the Appendix B. Please note that the Superintendent of Schools must be notified **first** of all emergency purchase requests.

Only the Business Administrator may award an Emergency Contract.

L. Cooperative Purchasing

The Camden City School District has contracted with Educational Data Services of Saddle Brook, New Jersey, ECSNJ, Hunterdon, and US Communities to bid on items in the following categories on an as needed basis.

Office Supplies	School Supplies	Science Supplies
Copy Duplicator Paper	Art Supplies	
Industrial Arts Supplies		

M. Purchases, Contracts Exceeding the Bid Threshold

Pursuant to State Law N.J.S.A. 18A:18A-5(a) all purchases and contracts exceeding the bid threshold of \$44,000, shall be awarded by board resolution at a public meeting of the Board of Education. This includes all items exempted from bidding and all State Contract purchases that exceed \$44,000. Only the purchase of textbooks and emergency contracts are exempt from this law.

N. Student Activity Account Purchases

Pursuant to State Law N.J.S.A. 18A:18A-5(a) (21), purchases made through Student Activity Accounts that exceed the bid threshold shall be awarded by the Board of Education at a public meeting.

Examples of items purchased through the Student Activity Accounts that may exceed the bid threshold are:

Class Gift	Proms
Class Rings	Yearbooks
Field Trips	

Requisition/Purchase Order Process

A. Processing the Requisition/Purchase Order-Design of Purchase Order

A Requisition becomes a purchase order after all required administrators have approved the requisition.

B. Receipt of Goods and Services: * Each School and Location Must have a receiving Process*

Once your materials are delivered, it is imperative that the receiver, sign the PO- receiver section/ OR sign the preview PO copy of the PO (found in Systems 3000 or Ed Data) . This must be sent to payables@camden.k12.nj.us . **If this is not done timely**, the vendor will not receive payment timely. All vendors MUST receive payment within 60 days of receiving the items.

****All invoices must reference PO # and sent to payables for timely processing****

Problems Encountered with Receipt of Goods

Problem: Back Orders

Sometimes items ordered will not be received in the first shipment. This is known as a back order. The packing slip will have back order written on those particular items.

Process to Follow: Back Orders

If the order is incomplete because there is a back order, do not wait for the next shipment. Please do the following:

1. Mark on your purchase order those items you did not receive.
2. Make and keep a copy of your purchase order and the packing slip.
3. Send the original purchase order and packing slip to the Accounts Payable Department.
4. Upon receipt of the back order in the next shipment, check off your copies of the purchase order and the packing slip and send both copies to the Accounts Payable Department.

Problem: Items Missing from Order

Sometimes items are marked on the packing slip that they were delivered but are missing from your shipment.

Process to Follow: Items Missing

1. Call the company and tell them what was missing.
2. Mark on your purchase order and packing slip what items were missing.
3. Make and keep a copy of your purchase order and the packing slip.
4. Send the original purchase order and packing slip to the Accounts Payable Department.
5. Upon receipt of the missing items in the next shipment, check off your copies of the purchase order and packing slip and send both copies to the Accounts Payable Department.

Problem: Items Damaged; Wrong Item

Sometimes you will receive items that are damaged or the wrong item

Process to Follow: Items Damaged; Wrong Item

1. Call the company and ask them what the procedure is for returning damaged or wrong items.
2. Return the item(s) to the company.
3. On the purchase order and packing slip, mark what items were returned and the reasons for being returned. Please note how the items were returned (UPS/PO/Vendor Pick Up).
4. Send the purchase order and packing slip to the Accounts Payable Department.
5. Upon receipt of the missing item in the next shipment check off your copies of the purchase order and packing slip.

□ **Problem: Discontinued Item**

Sometimes the items you requested have been discontinued.

Process to Follow: Discontinued Item

1. Mark on the purchase order “discontinued”.
2. Do not call the company for a replacement item.
3. **No substitutions are allowed on purchase orders. You must complete a new purchase order.**

Expenditure Control/End of Year Procedure

Purpose: _____

To assure delivery and acceptance prior to June 30 for budgeted goods and services.

Procedure:

The deadline for ordering items from the current operating budget (general funds) is **March 31**, unless an earlier date is set by the Superintendent or his/her designee.

Exceptions to this will be as follows:

- Miscellaneous Principals/ Supervisors Account
- Emergency end of the year supplies
- End of year activities such as field days, graduation, after school programs, assemblies and workshop / in services
- Contractual responsibilities
- **Special State and Federally Funded Programs (deadline May 1)**

Training Sessions

If you or your team needs a refresher on the purchasing process, system, or payables process kindly contact:

Purchasing Process- purchasing@camden.k12.nj.us

Systems 3000: support@systems3000.com

Payables: payables@camden.k12.nj.us

Appendix

- A. Formal Bid Process
- B. Emergency Purchases/Contracts
- C. Purchase Order Rationale Form
- D. Purchase Order Requirements
- E. Political Contribution Disclosure Form (PCD)
- F. List of Agencies with Elected Officials Required for PCD
- G. Federal Contracts
 - 1. Debarment
 - 2. Federal Programs/Targeted Students
 - 3. Compliance with EDGAR 80.36
- H. Federal Contracts-Chart of Threshold
- I. Purchasing Limits

Appendix A

Formal Bid Process

<u>Process</u>	<u>Time Line</u>
Initial request to bid made by Administrator/Supervisor. Certification that funds exist.	One Day
Review of specifications, fully outlining items, materials or services to be bid by Purchasing Agent.	One Week
Return of reviewed specifications to Administrators/Supervisor for final approval. Administrator/Supervisor signs off final approval.	One Week
Bid Package prepared by Purchasing Agent	One Week
Legal advertisement sent to newspaper	Three Day Advance Notice
Bid Date/Time—must be at least 10 days after Legal Ad appears in newspaper. Bids are opened and read publicly	10-20 Days
Bid Results are reviewed by: a. Administrator/Supervisor b. Purchasing Agent	One Week
Administration/Supervisor prepares spreadsheet showing lowest bidders and recommends award of bid. Purchasing Agent reviews bids. Resolution is prepared	One-Two Weeks
Bids are reviewed by the Board Committee at Regular Public Meetings.	One Week
Purchase Orders are prepared by Administrator/Supervisor	One Week

The formal bidding process takes about six to eight (6-8) weeks from start to finish.

Please note: Bids for Public Works/Construction Projects take longer as a request for wage determination must be formally made to the State of New Jersey.

Appendix B
Emergency Contracts (18A:18A-7)

Background

An actual emergency must exist. An “emergency” is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience.

Definition of Emergency

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency.

Process in Declaring an Emergency

1. Superintendent of Schools Notified

The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.

2. Business Administrator/Purchasing Agent Notified

The official in charge of the building or facility, wherein the emergency occurred shall notify the Business Administrator/Purchasing Agent of the following:

- a. Nature of the emergency;
- b. Time of the occurrence; and
- c. The need for the performance of a contract

Such notification shall be prepared in writing and filed with the Purchasing Agent as soon as possible.

3. Awarding of Contract by Business Administrator/Purchasing Agent

If the Business Administrator/Purchasing Agent is satisfied the emergency exists, the Business Administrator by State Law is authorized to award the contract.

4. Filing of Documents with State and County by Board Secretary/School Business Administrator

In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

- a. A copy of the contract or agreement; and
- b. A copy of the written requisition

5. Approval by Board of Education

The Board of Education, at its next regular Board of Education Public Meeting, shall review and approve said emergency purchase.

Appendix C

Purchase Order Rationale SAMPLE Form- Actual form is on Purchasing Section of Web-site

Budget Administrator Signature	Date

For Technology Purchases Only-send to (ITsupplies@camden.k12.nj.us) for OIT to authorize.

OIT Approver Name	Title/Position	Department
Signature	Date	

_____ Approved

_____ Not Approved

Appendix D Purchase Order Requirements

CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)	AFFIRMATIVE ACTION EVIDENCE (AA)	BUSINESS REGISTRATION CERTIFICATE (BRC)	CHAPTER 271 PCD (PAY TO PLAY) (271), IRAN, Stockownership,	Insurance Certificate listing Camden City School District as Additional Insured
Up to \$6,599	(a)	NO	NO	NO
\$6,600 - \$17,499	(a)	YES	NO	NO
\$17,500 - \$43,999	(a)	YES	YES	NO
*\$44,000 - and over	YES	YES	YES	YES

Affirmative Action Evidence Exemptions	Business Registration Certificate Exemptions	Chapter 271 (PCD) Exemptions
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<ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. 	<ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. Non-profit Organizations <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> Emergency Purchases-No Payment unless BRC is on file. Employee settlements paid to attorneys; Establishments that are out of state & business being conducted takes place out of state, e.g. hotels, band camps, seminars, theatres, etc. Purchase made entirely through School Student Activity Funds 	<ul style="list-style-type: none"> Contracting Units Subject to Title 40A:11 State of New Jersey Contract Purchases Boards of Education including Educational Services Commissions Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. Non-profit Organizations New Jersey School Boards Association Contract Renewals Public Utilities, e.g. PSE&G <p><u>Exempt Situations</u></p> <ul style="list-style-type: none"> Emergency purchases; Litigation payments to parties through court order
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*Based upon a QPA \$44,000 Bid Threshold.

The Non QPA purchasing agent bid threshold is \$32,000

(a) It is suggested that Affirmative Action evidence be on file from vendors and contractors.

Iran Disclosure Form!-It is suggested that this form be on file from all vendors and contractors.

Appendix E **Political Contribution Disclosure Form**

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Contractor Instructions

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at [N.J.S.A. 19:44A-20.7](#)) are subject to the provisions of P.L. 2005, c. 271, s.2 ([N.J.S.A. 19:44A-20.26](#)). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See [N.J.S.A. 19:44A-8](#) and [19:44A-16](#) for more details on reportable contributions.

[N.J.S.A. 19:44A-20.26](#) itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [[N.J.S.A. 19:44A-20.26\(b\)](#)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

N.J.S.A. 19:44A-3(s): “The term "legislative leadership committee" means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM
Required Pursuant To N.J.S.A. 19:44A-20.26

**This form or its permitted facsimile must be submitted to the local unit
No later than 10 days prior to the award of contract.**

Part I-Vendor Information

Vendor Name			
Address			
City	State:	Zip:	

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26 and as represented by the Instructions accompanying this form.

Signature Printed Name Date Title

Part II-Contribution Disclosure

Disclosure requirements: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

Check here if disclosure is provided in electronic form.

List of Agencies with Elected Officials Required for Political Contribution Disclosure
N.J.S.A. 19:44A-20.26

State:

1. Governor
2. Legislative Leadership Committees

Legislative District #5:

1. State Senator and
2. Two members of the General Assembly per district.

County of Camden:

1. Freeholders,
2. County Clerk
3. Sheriff
4. County Executive
5. Surrogate

City of Camden:

1. Mayor and members of governing body (regardless of title)

Appendix F
List of Agencies with Elected Officials Required
For Political Contribution Disclosure
N.J.S.A. 52:34-25

County Name: Camden

State: Governor, and Legislative Leadership Committees

Legislative District #: 5

State Senator and two members of the General Assembly per district.

County:

Freeholders County Clerk Sheriff Surrogate Registrar of Deeds

Municipalities (Mayor and members of governing body, regardless of title):

Audubon	Gloucester City	Pennsauken
Audubon Park	Gloucester Township	Pine Hill
Barrington	Haddon Heights	Pine Valley
Bellmawr	Haddon Township	Runnemede
Berlin Borough	Haddonfield	Somerdale
Berlin Township	Hi-Nella	Stratford
Brooklawn	Laurel Springs	Tavistock
Camden	Lawnside	Voorhees
Cherry Hill	Lindenwold	Waterford
Chesilhurst	Magnolia	Winslow
Clementon	Merchantville	Woodlynne
Collingswood	Mt. Ephraim	
Gibbsboro	Oaklyn	

Boards of Education (Members of the Board):

Audubon Public School District (0150)	Gloucester Township School District (1780)	Somerdale School District (4790)
Barrington School District (0190)	Haddon Heights School District (1880)	Sterling Regional School District (5035)
Bellmawr Public School District (0260)	Haddon Township School District (1890)	Stratford School District (5080)
Berlin Borough School District (0330)	Haddonfield School District (1900)	The Kingdom Charter School of Leadership (6067-949)

Black Horse Pike Regional School District (0390)	Hi Nella (2130)	Uncommon Schools Camden Prep (1801)
Brooklawn Public School District (0580)	Hope Community CS (6086-972)	Voorhees Township School District (5400)
Camden Academy Charter High School (6212-903)	Kipp Cooper Norcross Academy at Lanning Square (1799)	Waterford Township School District (5560)
Camden City Public Schools (0680)	Knowledge A to Z Charter School (6083-968)	Winslow Township School District (5820)
Camden Community Charter School (6063-945)	Laurel Springs School District (2540)	Woodlynn School District (5900)
Camden County Technical School District (0700)	Lawnside School District (2560)	
Camden's Promise Charter School (6215-910)	Leap Academy University Charter School (7109-931)	
Camdens Pride Charter School (6024-906)	Lindenwold Public School District (2670)	
Cherry Hill School District (0800)	Magnolia School District (2890)	
Chesilhurst Board of Education (0810)	Mastery Schools of Camden (1802)	
Clementon Elementary School District (0880)	Merchantville School District (3110)	
Collingswood Public School District (0940)	Mt. Ephraim School District (3420)	
Eastern Camden County Regional School District (1255)	Oaklyn Public School District (3770)	
Freedom Prep Charter School (6240-900)	Pennsauken Township Board of Education School District (4060)	
Gibbsboro Elementary School (1720)	Pine Hill School District (4110)	
Gloucester City Public School District (1770)	Pine Valley (4120)	
	Runnemede Public School District (4590)	

Fire Districts (Board of Fire Commissioners):
None

Please contact the Procurement Office for Statement of Ownership and Investment in IRAN form.

Political documents must align and update with yearly elections; Political Contribution form, Statement of Ownership, Investment in IRAN form.

Appendix G
Federal Contracts

Federal Funding

Examples of Federal Funding Sources—Every Student Succeeds Act (ESSA)

- Title I, Part A – Improving Basic Educational Programs
- Title II, Part A – Supporting Effective Educators
- Title III, Part A – English Language Acquisition, Language Enhancement, and Academic Achievement
- Title IV, Part A – Student Support and Academic Enrichment

Other Examples of Federal Funding Sources

- I.D.E.A. Part B Handicapped
- Perkins Vocational Education
- National School Lunch Program
- National School Breakfast Program

Federal Procurement Guidelines—Federal Regulations 2 CFR Part 200.318 et seq.

School districts, when procuring goods and services using federal funds, shall comply with Federal Regulations Procurement Standards 2 CFR 200.318 et seq., and the New Jersey Public School Contracts Law.

Methods of Procurement—When Using Federal Funds
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All procurement transactions must be conducted in a manner providing full and open competition. (2 CFR 200.319). Examples of procurement methods to be used:

- **Micro-purchases—Purchases less than \$3,500.00**

The Purchasing Agent shall use sound business practices for purchases in the aggregate that do not exceed \$3,500.00. Reference--2 CFR 200.320 (a) and 2 CFR 200.67

- **Small Purchase Procedures—\$3,500 through \$39,999**

The Purchasing Agent shall use the competitive quotation process as outlined in N.J.S.A. 18A:18A-37 (a) or the Request for Proposal process, when applicable, in procuring goods and services in the aggregate of more than \$3,500.00 and less than \$39,999. Reference--2 CFR 200.320 (b) and 2 CFR 200.88

- **Sealed Bids—\$44,000 or more**

The Purchasing Agent shall use the competitive bid process to procure those contracts which in the aggregate exceed the \$44,000 bid threshold. The contract shall be awarded to the vendor who submits the lowest responsible bid for a firm fixed contract price—lump sum or unit cost.

- **Competitive Proposals—\$44,000 or more**

The Purchasing Agent shall use the Request for Proposal (RFP) or competitive contracting process when procuring certain contracts which in the aggregate exceed the \$44,000 bid threshold, which are to be awarded by an evaluative process, rather than a firm fixed contract price. Reference--2 CFR 200.320 (d) and N.J.S.A. 18A:18A-4.1 et seq.

- **Non-competitive Proposals (Sole Source)**

Although the Federal government recognizes contracts may be awarded to sole source vendors through non-competitive proposals, the Purchasing Agent shall use the competitive proprietary bid process or the competitive contracting process for sole or single source contracts. Reference 2 CFR 200.320 (f) and N.J.S.A. 18A:18A-15

New Jersey Department of Education Guidance on Federal Spending

All grant administrators and Purchasing Agents of school districts are to comply with federal regulations and the Public School Contracts Law and should adhere to the guidance as provided by the New Jersey Department of Education in the publication entitled *Navigating the Uniform Grant Guidance*.

Food Services Directors

The USDA and the New Jersey Department of Agriculture—Food and Nutrition, have announced through various documents and forms, new procedures for the procurement of goods and services for the Food Services program in every school district.

Debarment and Suspension for Federal Contracts

Debarment and Suspension (E.O. 12549 and E.O. 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p 235). Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended or otherwise excluded by agencies,

as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref. 2 CFR 200.212)

Federal Programs/Targeted Students—Include on Requisitions/Purchase Orders

Purchase orders using Federal Funds shall include on the document:

- Name of Federal Program
- Targeted Group of Students

Stevens Amendment—Statement on Bid Advertisement

The Board of Education recognizes its obligation as it pertains to the Stevens Amendment, Section 8136 of the Department of Defense Appropriations Act (P.L. 104-134, Sec.507) which requires the board of education to state clearly the percent (%) of the total cost of this project will be financed through **Name of Federal Grant**.

Appendix H
Federal Contracts-Chart of Thresholds

Description of Goods/Services	Amount	Procurement Method
Goods and Services	Less than \$6,600	Quotation
Goods and Services	\$6,600-\$39,999	Quotation(s)
Goods and Services	\$44,000 or more	Bid/Request for Proposals (RFP)
Professional Services	Less than \$6,600	Simple Proposal
Professional Services	\$6,600-\$39,999	Request for Proposals (RFP)*
Professional Services	\$44,000 or more	Competitive Contracting
Educational Consultant Services	Less than \$6,600	Simple Proposal
Educational Consultant Services	\$6,600 -\$39,999	Request for Proposals (RFP)*
Educational Consultant Services	\$44,000 or more	Competitive Contracting
Instructional Improvement Services	Less than \$6,600	Simple Proposal
Instructional Improvement Services	\$6,600-\$39,999	Request for Proposals (RFP)*
Instructional Improvement Services	\$44,000 or more	Competitive Contracting
Professional Development Services	Less than \$6,600	Simple Proposal
Professional Development Services	\$6,600-\$39,999	Request for Proposals (RFP)*
Professional Development Services	\$44,000 or more	Competitive Contracting

Services Provided by Government Unit/Schools	Less than \$4,350	Simple Proposal/quote
Services Provided by Government Unit/Schools	\$6,600-\$43,999	Multiple solicitation of quotes *
Services Provided by Government Unit/Schools	\$44,000 or more	Competitive Contracting

Based upon a QPA purchasing agent bid threshold of \$44,000.

The non QPA purchasing agent bid threshold is \$32,000.

*RFP's must be publicized when federal funds are being used.

Appendix I
New Jersey Public School
Purchasing Limits

<u>Amount</u>	<u>Activity</u>	<u>Citation</u>
\$50.00	Fee limit to charge vendors for Competitive Contracting Proposals	18A:18A-4.5(a)
\$2,000.00	Prevailing Wages Required Contractor Registration Required	34:11-56.26(11b) 34:11-56.51
\$4,350.00	Quotation Threshold—No QPA-P.L.2009, c.166 NJ BRC Required—No QPA Sale of Personal Property—No QPA Verification of Claims—(15% of Bid Threshold)	18A:18A-37(a) 52:32-44 18A:18A-45(a) 18A:39-3(a)
\$6,600.00	Quotation Threshold—QPA NJ BRC Required—QPA Sale of Personal Property (Bid Required)—QPA Verification of Claims (15% of Bid Threshold)	18A:18A-37(a) 52:32-44 18A:18A-45(a) 18A:19-3
\$17,500.00	Chapter 271 PCD Pay to Play Threshold	53:34.25(2a)
\$22,000.00	Bid Threshold—Pupil Transportation	18A:39-3(a)
\$20,000.00	Prequalification/Classification—Public Works Bid Guarantee Limit	18A:18A-26,27,32 18A:18A-24
\$20,000.00+	Contract Performance Report to State	18A:18A-15(e)
\$44,000.00	Bid Threshold—non QPA—P.L.2009, c.166 Contracts—Board Approval Needed—non QPA Affirmative Action Evidence with Contract (non QPA)	18A:18A-3(a,b) 18A:18A-5(a) 10:5-31 et.seq.
\$44,000.00	Bid Threshold—QPA Limit Contracts—Board Approval Needed—QPA Affirmative Action Evidence with Contract QPA	18A:18A-3(a,b) 18A:18A-5(a) 10:5-31 et.seq.
\$50,000.00	Bid Guarantee Limit—Pupil Transportation	N.J.A.C. 6A:27-9.5(b)

\$100,000.00	Public Works Contract—Partial Payment Limit	18A:18A-40.1
\$100,000.00- \$500,000.00	Public Works Contract Retainage—5%	18A:18A-40.3
\$500,000.00+	Public Works Contract Retainage—2%	18A:18A-40.3
\$2,000,000.00+	Notification to State Comptroller of any expenditures of \$2,000,000 (within 20 days of award)	52:15C-10
\$10,000,000.00+	Notify the State Comptroller of any potential expenditure of \$10,000,000 or more 30 days prior to any advertisement (goods/services)	52:15C-10