

BRIDGEPORT SCHOOL DISTRICT

2020-21 FISCAL MANAGEMENT CALENDAR

TIMELINE		
Other than Personnel Services (OTPS)		
Due Date: Submission of Order Forms	<div style="border: 1px solid black; padding: 5px; text-align: center;"> OTPS CLOSE DATE: Thursday, April 1, 2021 </div>	
<div style="border: 1px solid black; padding: 5px; text-align: center;"> OTPS CLOSE DATE: Thursday, April 1, 2021 </div>	ALL fund sources	This deadline applies to all fund sources [school operating budget, vending commission, school parent involvement account, grants etc.]
	P-8, P-9, P-10	All electronic order forms P-8, P-9 and P-10 must be submitted via the BPS web site, Budget/Business Forms Portal and approved by the principal electronically.
	Principal's Approval	Submission of principal-approved forms by this date should allow sufficient time for district approval and delivery by vendors prior to June 30, 2021.
	Close Date	After April 1st, the District Office will no longer process school-submitted order forms, as the end of year close-out process will begin.
	Exceptions	<ul style="list-style-type: none"> After April 1st, requests for exception will be considered <i>only in exceptional circumstances</i> and <i>only until April 21st</i>. Any such requests will be subject to approval by the Chief Financial Officer (CFO) and will be considered only upon submission of an email request from the Principal to the CFO, copy to the Executive Director. The written request must include: the fund source, vendor, type of purchase, amount; an explanation of the reason for late ordering, an assurance of delivery by June 30th and an affirmation that the school will take steps to ensure adherence to the deadline in the next school year. If the exception is approved, the order will be processed.
Loss of Funds	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Unexpended funds as of June 30th </div>	
	Specified Accounts	<p>Any funds that remain unexpended in the following accounts, at the close of the fiscal year, June 30th, will be LOST to the school.</p> <ul style="list-style-type: none"> School operating budget Title I parent involvement budget (elementary schools) Priority parent involvement budget (high schools) School-based grants, unless the fund source allows for rollover into the next fiscal year

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Vending Commission Account	02 - 869 - 8__ - 54580 – 10148 Encumber at least 70% of the vending commission account by April 1st.	
	Expend at least 70% by the close date	Plan to encumber at least 70% of the funds in the school's vending commission account by April 1st.
	Direct Benefit to Students	REMINDER: Vending Commission Accounts must be used to benefit students directly; e.g., instructional materials, instructional supplies, textbooks, field trips etc.
	Rollover	Funds remaining in the vending commission account as of June 30 th will roll over into the new fiscal year.
Form CT-2	Travel/Conference Reimbursement Request	All CT-2 forms, Travel/Conference Reimbursement Request, are to be electronically submitted <i>within thirty (30) business days of return from the conference.</i>
Delivery of Goods & services	Delivery of Goods and Services...by June 30, 2021	
	Delivery by June 30th	<ul style="list-style-type: none"> • Delivery of goods and services ordered in the 2020-21 fiscal year must occur prior to June 30, 2021. • The focus should be on securing deliveries by June 1st, so that materials will definitely be in place on time and receipt of invoices in the Business office will occur in June.
	All Fund Sources	This rule applies to all fund sources: school operating budget, Title I parent involvement (elementary schools), Priority parent involvement (high schools), vending commission account and school-specific grants.
	Violations	<ul style="list-style-type: none"> • If an order is delivered and accepted at the school subsequent to June 30th, the expenditure will be considered a FY22 expense. • In this case, the district will process the payment against the school's 2021-22 allocation.

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IMPORTANT REGULATIONS		
Placement of Orders	The encumbrance of funds leads to generation of the Purchase Order.	
	First Step	Submit the electronic order form [P-8, P-9 or P-10, as applicable] via the Budget/Business Portal.
	Principal's Approval	The principal will receive an email from Formstack, with the order form; and clicks "APPROVE."
	Business Office: Encumbrance of Funds in MUNIS	<ul style="list-style-type: none"> The Business Office will not receive the order in the workflow, unless the principal has approved the order. Upon receipt of the approved order in the workflow, the Business Office will first determine compliance with the procurement rules and availability of funds in the school's account, then encumber the order in MUNIS. The encumbrance will result in the City generating and sending to the vendor the official Purchase Order (PO).
	Computer Hardware and Software	<ul style="list-style-type: none"> For computer hardware/software orders, submit the appropriate order form (P-8, P-9, P-10). Respond "Yes" to the question, "Is this order for computer hardware or software?" As part of the approval workflow, the order will be routed to the Director, Technology Services for review and approval. Submit the "Request for Technology Purchase Pre-Approval" form only when the fund source is not in the district financial system; e.g., Donors Choose, Student Activity Account.
	The Purchase Order (PO) --- Authorization to the Vendor	<ul style="list-style-type: none"> The vendor must be in receipt of the PO, prior to acting on delivery of materials and/or services. The receipt of the PO assures the vendor that funds have been set aside in the budget for the expenditure. Additionally, the school and district accounts will be up to date, reflective of deductions for planned liabilities.
	Invoices	<ul style="list-style-type: none"> The vendor will deliver the goods/services to the schools. Following delivery, the vendor will submit the invoice to the Business Office. Each invoice should reference a purchase order number.
	Certification of Delivery	The Business Office will contact the school to confirm delivery and enter the "Receiver" in MUNIS.
	Payments	<ul style="list-style-type: none"> The Business Office will transmit the invoice to City Accounts Payable for processing. The City operates on a 30-45 day payment cycle.
	Violations	Each school is accountable for adherence to the procurement rules and will be held fiscally responsible for any expenditures in excess of the allocated budget.

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IMPORTANT REGULATIONS		
Procurement Rules	City Purchasing Ordinance Purchasing Regulations	
	<\$1000	<ul style="list-style-type: none"> • Use State-contracted or City-approved low bid vendors, as applicable. • Textbooks and curriculum-related orders are considered “qualified” purchases. • A written quotation from the vendor is required.
	\$1000 - \$24,999.99	<ul style="list-style-type: none"> • Informal Bidding: Three (3) written quotations are required. ✚ One (1) of the quotations must come from a "City (Bridgeport)-based business" that has registered with the Small and Minority Business Enterprise (SMBE) Office. ✚ Access https://www.bridgeportct.gov/smbc to view the City-based Business (CBB) list at the SMBE web site. ✚ Complete and upload the INFORMAL PURCHASES QUOTE CHECKLIST in the order form (Formstack). ✚ If there are no CBBs registered with the City that provide the good or service that is sought, the requirement is waived, but the unavailability of CBBs must be documented in the QUOTE CHECKLIST. ✚ If you solicit a quotation from a vendor and said vendor does not provide a quotation, that counts toward the three (3) quotation requirement, provided it is documented in writing (vendor’s name, date/time, person contacted, response, signature of school representative).
Prohibition on Splitting Orders	Splitting orders to a vendor is prohibited. [excluding vendors with State or City contracts; “qualified” purchases for curriculum]	
	Definition	<ul style="list-style-type: none"> • An order to a single vendor totaling \$1,000 or above cannot be split into multiple orders to that vendor, since to do so would be a violation of the purchasing ordinance.
	Three Vendor Quotations [\$1,000 - \$24,999]	<ul style="list-style-type: none"> • In accordance with the purchasing ordinance, for an order to a single vendor in an amount between \$1,000 and \$24,999, it is required to obtain three (3) vendor quotations. ✚ Refer to the Procurement Rules to understand <u>all</u> requirements.

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IMPORTANT REGULATIONS		
Accounting Records	Account for Vandalism and Extended Day Payments	
	Student Vandalism	<ul style="list-style-type: none"> The cost of repairs for damage to school facilities caused by student vandalism will be charged to the school's operating budget. Monthly, the Facilities Department submits, to the Finance Office, claims for reimbursement of expenses incurred to repair damage allegedly caused by student vandalism. In accordance with district policy, a claim will be forwarded to the principal for review, prior to a final determination being made. After the close date (April 1st), when a claim is found to be valid, it will be charged to the FY21 operating budget if a balance exists; if not, to the 2021-22 operating budget. In the school's accounting records, include deductions for funds directed to the cost of such repairs.
	AR-200 Forms (school-directed extended day activities; NOT Title I/Priority parent involvement)	<ul style="list-style-type: none"> In the school's accounting records, include deductions for any funds committed to custodial/security expenses through the AR-200 form, for school-directed extended day activities (NOT Title I/Priority parent involvement). Enter budget transfers to move money to the extended use lines (personnel, fringe benefits), if the lines require additional funds to support planned activities. The Facilities/Security Departments will charge the expenses to the school's operating budget following the event.
Operating Budget	Priorities, Rollover and Discretionary Use	
	Priorities	<p>The first priority is to order essential supplies and services for which the school is responsible; for example,</p> <ul style="list-style-type: none"> basic operating supplies, including technology-related art and music supplies copier paper (supplemental to the district-delivered paper)

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IMPORTANT REGULATIONS		
	Rollover from Prior Year	<ul style="list-style-type: none"> • As of July 1st, the school's operating budget will roll over with the object codes used and amounts expended in FY20. • The Business Office will adjust the amount in instructional supplies only, so that the total of all lines equals the allocated budget. • Budget transfers may not be submitted to reduce the rollover amounts in the September – December period. In January, based on an assessment of usage to date and projection of usage in the remainder of the fiscal year, the principal may enter budget transfers for consideration by the Finance Office.
	Postage	<p>Postage is managed through the school's electronic Pitney-Bowes SENDPro Enterprise account.</p> <ul style="list-style-type: none"> • As of July 1st, the starting amount in the operating budget will be the amount that rolled over in postage line #54725. • When the school makes a purchase of postage at SENDRPO, the purchase will be recorded in the monthly expense report sent to the Business Office. • The school is responsible for transferring funds into line #54725, when purchases are made in excess of the initial (rollover) amount. • Monthly, the Business Office will charge the postage line for school expenses, based on the SENDPRO monthly report. • The Business office will transfer funds from instructional supplies to line #54725, if line #54725 has insufficient funds to accept charges for postage incurred by the school.
	AR-200 Extended Day Activities	<ul style="list-style-type: none"> • As of July 1st, the starting condition in the operating budget will consist of the amounts that rolled over in the various extended use lines [overtime (e.g., #51106), fringe benefits]. • The Facilities/Security Departments will charge the expenses for AR-200 extended day activities directly to the school's operating budget following the event. • The Finance/Budget Office will transfer funds from instructional supplies to the extended use lines, if those lines have insufficient funds to accept charges for extended day expenses incurred by the school.

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IMPORTANT REGULATIONS		
	Discretionary Use	<p>Principals have the option of deploying discretionary resources to part-time personnel services, in addition to OTPS needs.</p> <ul style="list-style-type: none"> • Submit the HRC-2PT, via the HR Forms Portal, to request approval of employment of a part-time employee (per diem or hourly) charged to the school operating budget. • Upon approval by the CFO, the Budget Office will set up the personnel service line #51400 in the school's operating budget, if the line does not already exist (as part of the rollover budget). • The Budget Office will also verify that line #51400 has an amount sufficient to fund the part-time services. If not, the Budget Office will transfer funds from instructional supplies to line #51400. • The recommended part-time employee may not commence employment, until the CFO, HR and Payroll grant approval. The submitter and employee will receive email notification from Formstack of the decision.
Effective Fiscal Management	Optimal Utilization of Resources	
	Monitoring of Accounts	The principal is accountable for monitoring continually the status of the school's budgets in MUNIS , and planning ahead to ensure timely, effective use of available funds.
	Effective Oversight	With effective fiscal management, focused on conservation and optimal utilization of resources, principals can expect account balances to emerge for discretionary purposes.

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BRIDGEPORT SCHOOL DISTRICT	
PROCUREMENT GUIDELINES	
Cumulative Dollar Amount of Purchases to One Vendor	Action
<\$1000	Allowable purchase
	<ul style="list-style-type: none"> Use State-contracted vendors, if applicable.
	<ul style="list-style-type: none"> Use City-approved low-bid vendors, if applicable.
	Low-bid prices for items are based upon projections of annual district-wide quantities in aggregate orders.
	<ul style="list-style-type: none"> Textbooks and curriculum-related orders are considered "Qualified Purchases," not requiring bids.
\$1000 - \$24,999.99, inclusive	<ul style="list-style-type: none"> A written quotation from the vendor is required.
	<ul style="list-style-type: none"> Use State-contracted vendors, if applicable.
	<ul style="list-style-type: none"> Use City-approved low-bid vendors, if applicable.
	<ul style="list-style-type: none"> Textbooks and curriculum-related orders are considered "Qualified Purchases," not requiring bids.
	<ul style="list-style-type: none"> If the above-listed options are not applicable to the specific, intended purchase, obtain quotations:
	<ul style="list-style-type: none"> Informal Bidding: Three (3) written quotations are required.
	<ul style="list-style-type: none"> One (1) of the quotations must come from a "City (Bridgeport)-based business" that has registered with the Small and Minority Business Enterprise (SMBE) Office. Access https://www.bridgeportct.gov/smbc to view the City-based Business (CBB) list at the SMBE web site. Complete and upload the INFORMAL PURCHASES QUOTE CHECKLIST in the order form (Formstack). If there are no CBBs registered with the City that provide the good or service that is sought, the requirement is waived, but the unavailability of CBBs must be documented in the QUOTE CHECKLIST.
	<ul style="list-style-type: none"> If you solicit a quotation from a vendor and said vendor does not provide a quotation, that counts toward the three quotation requirement, provided it is documented in writing (vendor's name, date/time, person contacted, response, signature of school representative).
	<ul style="list-style-type: none"> Retain the written quotations with the purchase records.
	<ul style="list-style-type: none"> If a waiver of competitive bidding is deemed justified, when entering the Formstack order form, complete/upload the REQUEST FOR QUALIFIED PURCHASE* form for consideration.
>= \$25,000	<ul style="list-style-type: none"> Use State-contracted vendors, if applicable.
	<ul style="list-style-type: none"> Textbooks and curriculum-related orders are considered "Qualified Purchases," not requiring bids.
	<ul style="list-style-type: none"> If the above-listed options are not applicable to the purchase:
	A formal Request for Competitive Bid is required. City Purchasing will implement. Contact the Business Office.

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BIDS ARE NOT REQUIRED FOR:

- **TEXTBOOKS & CURRICULUM-RELATED ITEMS:** Curriculum materials, including textbooks, library, CDs, videos etc. may be considered a "Qualified Purchase," not requiring bids.
- ***State Contract:** To determine if a vendor is under State contract, click on the link below:
 - ◊ <http://www.das.state.ct.us>
 - ◊ **For all orders utilizing a State contract:**

In the P-order form, enter the contract number; upload a copy of the contract and a quotation. It is also required to include a brief statement responding to the following question:

Why is it in the best interest of the district to use this contract, as opposed to engaging in a bidding process?

The P-order form in Formstack includes a question field whenever "state contract" is selected.

*REQUEST FOR QUALIFIED PURCHASE [waiver of competitive bidding]

Under exceptional circumstances, as defined below, it may be appropriate to submit a REQUEST FOR QUALIFIED PURCHASE, subject to review and approval by the Business Office and City Purchasing Office.

If approved, the QUALIFIED PURCHASE results in a waiver of competitive bidding.

When submitting the order in Formstack, it is necessary to access the REQUEST FOR QUALIFIED PURCHASE form, via the link, and upload the completed form.

The options for justification of this request are:

- | | |
|--------------------------|-----------------------|
| <input type="checkbox"/> | Single/Special Source |
| <input type="checkbox"/> | Sole Source |
| <input type="checkbox"/> | Time Critical |
| <input type="checkbox"/> | Other |

The submitter is required to provide narrative explanations in response to four (4) sections:

- Unique Features
- Special Needs
- Time Critical Factors
- Other Considerations