

# BRIDGEPORT SCHOOL DISTRICT

## 2023-24 FISCAL MANAGEMENT CALENDAR

TIMELINE		
Other than Personnel Services (OTPS)		
Due Date: Submission of Order Forms	OTPS CLOSE DATE: <b>Tuesday, April 9, 2024</b>	
<div>OTPS CLOSE DATE:  Tuesday, April 9, 2024</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 <b>P-8, P-9 and P-10</b> 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, 2023.
	Close Date	<b>After April 9th, the District Office will no longer process school-submitted order forms, as the end of year close-out process will begin.</b>
	Exceptions	<ul style="list-style-type: none"> <li>After April 9th, requests for exception will be considered <b>only in exceptional circumstances</b> and <b>only until April 23rd</b>.</li> <li>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 <b>Principal to the CFO, copy to the Executive Director</b>.</li> <li>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 30<sup>th</sup> and an affirmation that the school will take steps to ensure adherence to the deadline in the next school year.</li> <li>If the exception is approved, the order will be processed.</li> </ul>
Loss of Funds	<b>Unexpended funds as of June 30<sup>th</sup></b>	
	Specified Accounts	<p>Any funds that remain unexpended in the following accounts, at the close of the fiscal year, June 30<sup>th</sup>, will be LOST to the school.</p> <ul style="list-style-type: none"> <li>School operating budget</li> <li>Title I parent involvement budget (elementary schools)</li> <li>Priority parent involvement budget (high schools)</li> <li>School-based grants, unless the fund source allows for rollover into the next fiscal year</li> </ul>

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TIMELINE		
Other than Personnel Services (OTPS)		
Vending Commission Account	<b>02 - 869 - 8__ - 54580 – 10148</b> <b>Encumber at least 70% of the vending commission account by April 9th.</b>	
	Expend at least 70% by the close date	Plan to encumber <b>at least 70%</b> of the funds in the school's vending commission account <b>by April 9th.</b>
	Direct Benefit to Students	<b>REMINDER:</b> 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 <sup>th</sup> 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 <b><i>within thirty (30) business days of return from the conference.</i></b>
Delivery of Goods & services	<b>Delivery of Goods and Services...by June 30, 2024</b>	
	Delivery by June 30th	<ul style="list-style-type: none"> <li>Delivery of goods and services ordered in the 2023-24 fiscal year must occur <b>prior to June 30, 2024.</b></li> <li>The focus should be on <b>securing deliveries by June 1<sup>st</sup></b>, so that materials will definitely be in place on time and receipt of invoices in the Business office will occur in June.</li> </ul>
	All Fund Sources	This rule applies to <b>all fund sources:</b> school operating budget, Title I parent involvement (elementary schools), Priority parent involvement (high schools), vending commission account <b>and</b> school-specific grants.
	Violations	<ul style="list-style-type: none"> <li>If an order is delivered and accepted at the school subsequent to June 30<sup>th</sup>, the expenditure will be considered a FY25 expense.</li> <li>In this case, the district will process the payment against the school's 2024-25 allocation.</li> </ul>

# BRIDGEPORT SCHOOL DISTRICT

## 2023-24 FISCAL MANAGEMENT CALENDAR

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

# BRIDGEPORT SCHOOL DISTRICT

## 2023-24 FISCAL MANAGEMENT CALENDAR

IMPORTANT REGULATIONS		
<b>Accounting Records</b>	<b>Account for Vandalism and Extended Day Payments</b>	
	<b>Student Vandalism</b>	<ul style="list-style-type: none"> <li>The cost of repairs for damage to school facilities caused by student vandalism will be charged to the school's operating budget.</li> <li>Monthly, the Facilities Department submits, to the Finance Office, claims for reimbursement of expenses incurred to repair damage allegedly caused by student vandalism.</li> <li>In accordance with district policy, a claim will be forwarded to the principal for review, prior to a final determination being made.</li> <li>After the close date (April 9th), when a claim is found to be valid, it will be charged to the FY24 operating budget if a balance exists; if not, to the 2024-25 operating budget.</li> <li><b>In the school's accounting records, include deductions</b> for funds directed to the cost of such repairs.</li> </ul>
	<b>AR-200 Forms (school-directed extended day activities; NOT Title I/Priority parent involvement)</b>	<ul style="list-style-type: none"> <li><b>In the school's accounting records, include deductions</b> 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).</li> <li>Enter budget transfers to move money to the extended use <b>lines (personnel, fringe benefits)</b>, if the lines require additional funds to support planned activities.</li> <li>The Facilities/Security Departments will charge the expenses to the school's operating budget following the event.</li> </ul>
<b>Operating Budget</b>	<b>Priorities, Rollover and Discretionary Use</b>	
	<b>Priorities</b>	<p>The <b>first priority</b> is to order essential supplies and services for which the school is responsible; for example,</p> <ul style="list-style-type: none"> <li>basic operating supplies, including technology-related</li> <li>art and music supplies</li> <li>copier paper (supplemental to the district-delivered paper)</li> </ul>

# BRIDGEPORT SCHOOL DISTRICT

## 2023-24 FISCAL MANAGEMENT CALENDAR

IMPORTANT REGULATIONS		
	<b>Rollover from Prior Year</b>	<ul style="list-style-type: none"> <li>As of July 1<sup>st</sup>, the school's operating budget will roll over with the object codes used and amounts expended in FY23.</li> <li>An adjustment will be made to the instructional supplies line, as required to balance the allocated budget.</li> <li>For extended use lines, budget transfer requests may not be submitted to the Business Office until January, when a projection of usage for the full year can be calculated.</li> <li>Budget transfer requests that do not reduce the rollover amounts may be requested, subject to approval by the Business Office.</li> </ul>
	<b>Postage</b>	<p>Postage is managed through the school's electronic <b>Pitney-Bowes SENDPro Enterprise</b> account.</p> <ul style="list-style-type: none"> <li>As of July 1<sup>st</sup>, the starting amount in the operating budget will be the <b>amount that rolled over in postage line #54725</b>.</li> <li>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.</li> <li>The school is responsible for transferring funds into line #54725, when purchases are made in excess of the initial (rollover) amount.</li> <li>Monthly, the Business Office will charge the postage line for school expenses, based on the SENDPRO monthly report.</li> <li>The Business office will transfer funds from instructional supplies to <b>line #54725, if line #54725</b> has insufficient funds to accept charges for postage incurred by the school.</li> </ul>
	<b>AR-200 Extended Day Activities</b>	<ul style="list-style-type: none"> <li>As of July 1<sup>st</sup>, the starting condition in the operating budget will consist of the <b>FY23 amounts expended on the extended use lines [overtime (e.g., #51106), fringe benefits]</b>.</li> <li>The Facilities/Security Departments will charge the expenses for <b>AR-200 extended day activities</b> directly to the school's operating budget following the event.</li> <li>The Finance/Budget Office will transfer funds from instructional supplies to <b>the extended use lines, if those lines</b></li> </ul>

## BRIDGEPORT SCHOOL DISTRICT 2023-24 FISCAL MANAGEMENT CALENDAR

IMPORTANT REGULATIONS		
		<p><b>have</b> insufficient funds to accept charges for extended day expenses incurred by the school.</p>
	Discretionary Use	<p>Principals have the option of deploying discretionary resources to <b>part-time personnel services</b>, in addition to OTPS needs.</p> <ul style="list-style-type: none"> <li>• Submit the <b>HRC-2PT</b>, 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.</li> <li>• Upon approval by the CFO, the Budget Office will set up the personnel service line <b>#51400</b> in the school's operating budget, if the line does not already exist (as part of the rollover budget).</li> <li>• <b>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.</b></li> <li>• The recommended part-time employee may not commence employment, until the HRC-2PT form is fully approved by Finance, HR and the Payroll Office.</li> <li>• The submitter and employee will receive email notification from Formstack of the decision.</li> </ul>
Effective Fiscal Management	Optimal Utilization of Resources	
	Monitoring of Accounts	<p>The principal is accountable for monitoring continually the status of the school's budgets in <b>MUNIS</b>, and planning ahead to ensure timely, effective use of available funds.</p>
	Effective Oversight	<p>With effective fiscal management, focused on conservation and optimal utilization of resources, principals can expect account balances to emerge for discretionary purposes.</p>

# BRIDGEPORT SCHOOL DISTRICT

## 2023-24 FISCAL MANAGEMENT CALENDAR

BRIDGEPORT SCHOOL DISTRICT		
PROCUREMENT GUIDELINES		
PURCHASE CATEGORY	Action	
ORDER TO A SINGLE VENDOR: ≤\$2500	•	Only one quotation from the selected vendor is required.
	•	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.
	•	The splitting of a vendor quotation to create multiple quotations, each under \$2500, is prohibited.
ONLY ONE QUOTATION IS REQUIRED FOR:	•	TEXTBOOKS & PROFESSIONAL DEVELOPMENT: Textbooks, professional development, workshops--- regardless of the dollar amount.
	•	TECHNOLOGY – APPLE and Y&S TECHNOLOGIES: orders to APPLE), orders to Y&S Technologies --- regardless of the dollar amount.
STATE, FEDERAL OR COOPERATIVE CONTRACTS MAY BE UTILIZED PROVIDED THAT:	•	The vendor quotation must have the contract number pre-printed on it by the vendor.
	•	A copy of the contract must be attached to the quotation and/or uploaded into the Formstack order form.
	•	In the P-order form in Formstack:
	<input type="checkbox"/>	Select “YES” to the question about a contract.
	<input type="checkbox"/>	Enter the contract number.
	<input type="checkbox"/>	Upload a copy of the contract
	<input type="checkbox"/>	Upload the vendor quotation with the contract number referenced by the vendor thereon.
	<input type="checkbox"/>	Upload the completed "REQUEST FOR USE OF STATE, FEDERAL OR COOPERATIVE CONTRACT.
	•	STATE CONTRACT: To determine if a vendor is under State contract, use this link: <a href="https://portal.ct.gov/das">https://portal.ct.gov/das</a>

## BRIDGEPORT SCHOOL DISTRICT 2023-24 FISCAL MANAGEMENT CALENDAR

PURCHASE CATEGORY	Action	
<b>INFORMAL PROCUREMENTS: ORDER TO A SINGLE VENDOR: \$2500.01 -- \$25,000</b>	•	Three (3) written quotations are required.
	•	Complete a Quote Checklist form.
		<ul style="list-style-type: none"> <li>• 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.</li> <li>• Access <a href="https://www.bridgeportct.gov/smbc">https://www.bridgeportct.gov/smbc</a> to view the City-based Business (CBB) list at the SMBE web site.</li> <li>• 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.</li> </ul>
	•	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).
	•	All quotes must be legible.
	•	Shopping carts or on-line requests or screen prints are not allowed. You must obtain formal quotations from the vendors.
<b>QUALIFIED PURCHASE (QP) [waiver of competitive bidding]</b>	•	A QUALIFIED PURCHASE FORM is to be submitted if only one (1) vendor can provide the materials or services.
	•	The vendor must meet the requirements for a QP request.
	•	Options for QP justification: Single/special Source, Sole Source, Time Critical, Other.
	•	Responses to four (4) sections are required: Unique Features, Special needs, Time Critical Factors, Funding
	•	The QP form is subject to review/approval first by the Business Office & CFO; second, the City Purchasing Office.
<b>FORMAL PROCUREMENT: &gt;\$25,000</b>	•	If >\$25,000 and the above-listed options are not applicable:
		A formal Request for Competitive Bid is required. City Purchasing will implement. Contact the Business Office.



## BRIDGEPORT SCHOOL DISTRICT 2023-24 FISCAL MANAGEMENT CALENDAR

### ONLY ONE (1) QUOTATION IS REQUIRED WHEN:

- For orders up to \$2500, only one quotation from the selected vendor is required.
- You cannot split a vendor quotation to create multiple quotations under \$2500. This practice, known as bill-splitting, is *prohibited* under the procurement regulations.

### ONLY ONE (1) QUOTATION IS REQUIRED FOR:

- **TEXTBOOKS & PROFESSIONAL DEVELOPMENT ITEMS:** Textbooks, professional development, workshops--- *regardless of the dollar amount.*
- **TECHNOLOGY – APPLE and Y&S TECHNOLOGIES:** Apple materials (from APPLE only), orders to Y&S Technologies --- *regardless of the dollar amount.*

### STATE CONTRACTS may be utilized, provided that:

- The vendor quotation must have the state contract number pre-printed on it by the vendor.
- A memo on letterhead must be submitted as to why it is in the best interest for the City to use the contract.
- A copy of the contract must be attached to the quotation and/or uploaded into the Formstack order form.
- In the P-order form in Formstack:
  - ❖ Select “YES” to the question about a state contract.
  - ❖ Enter the contract number.
  - ❖ Upload a copy of the contract and the vendor quotation (with the contract number referenced by the vendor thereon).
  - ❖ Upload a memo on letterhead 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?*

- **STATE CONTRACT:** To determine if a vendor is under State contract, click on the link below:
  - ❖ <http://www.das.state.ct.us>

### WHEN THREE (3) QUOTATIONS ARE REQUIRED, \$2500.01 -- \$25,000:

- Complete a quote checklist form.
- All quotes must be legible.
- Shopping carts or on-line requests or screen prints are NOT allowed.
- You must obtain quotations from the vendors.

## BRIDGEPORT SCHOOL DISTRICT 2023-24 FISCAL MANAGEMENT CALENDAR

### **\*REQUEST FOR QUALIFIED PURCHASE [waiver of competitive bidding]**

- A **QUALIFIED PURCHASE** FORM needs to be submitted if only one (1) vendor can provide the materials or services.
- The vendor must meet the requirements for a QP request.
- **The options for justification of a QP request are:**
  - ☐ **Single/Special Source**
  - ☐ **Sole Source**
  - ☐ **Time Critical**
  - ☐ **Other**
- **The submitter is required to provide narrative explanations in response to four (4) sections:**
  - ☐ **Unique Features**
  - ☐ **Special Needs**
  - ☐ **Time Critical Factors**
  - ☐ **Fund Source & Other Factors**
- The QP form is subject to review and approval first by the Business Office and CFO; second, by the City Purchasing Office, which reviews the QP requests more thoroughly.
- The City Purchasing Office may request more information.
- If approved, the **QUALIFIED PURCHASE** results in a waiver of competitive bidding.
- When submitting the order in Formstack, it is necessary to access the **QUALIFIED PURCHASE form**, via the link, and upload the completed form.