

# 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 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:
	<input type="checkbox"/>	Select “YES” to the question about a state 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 a memo on letterhead responding to the following question:
	<input type="checkbox"/>	<i>Why is it in the best interest of the district to use this contract, as opposed to engaging in a bidding process?</i>
	•	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>

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<b>INFORMAL PROCUREMENTS: ORDER TO A SINGLE VENDOR: \$2500.01 -- \$25,000</b>	•	Three (3) written quotations are required.
	•	Complete a Quote Checklist form.
	•	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 <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. 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 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.