

MONTGOMERY COUNTY BOARD OF EDUCATION
Rockville, Maryland

October 9, 2012

MEMORANDUM

To: Members of the Board of Education

From: Patricia O'Neill, Chair, Board of Education Policy Committee

Subject: Tentative Action, Policy DJA, *MCPS Procurement Practices*

The Board of Education Policy Committee, in consultation with staff members, identified Policy DJA, *MCPS Procurement Practices*, for updating. Upon review, the Policy Committee recommends combining Policy DJA, *MCPS Procurement Practices*, with language from Policy DJB, *Bid Awards*, and rescinding Policy DJB.

The updated draft of Policy DJA, *MCPS Procurement Practices*, recognizes the procurement procedures published in the Montgomery County Public Schools (MCPS) *Procurement Manual* and Maryland law, establishes limits for advertising bids and obtaining bid approval by the Montgomery County Board of Education, and puts in place a process for the Board Fiscal Management Committee to review the *Procurement Manual*.

Members of the Board Policy Committee discussed draft Policy DJA, *MCPS Procurement Practices*, on January 17, and July 23, 2012, and have approved the attached draft (Draft 6). A copy of Policy DJB, *Bid Awards*, also is attached.

The following resolution is provided for your consideration:

WHEREAS, Policy DJA, *MCPS Procurement Practices*, has been updated to include language from Policy DJB, *Bid Awards*, and reference Maryland law; and

WHEREAS, Given that the title of Policy DJA, *MCPS Procurement Practices*, does not accurately describe the contents of the suggested updated policy, the recommendation is to rename Policy, DJA, *MCPS Procurement Practices and Bid Awards*; and

WHEREAS, The Montgomery County Board of Education Policy Committee has considered and recommended revisions to Policy DJA, *MCPS Procurement Practices*; now therefore be it

Resolved, That the Montgomery County Board of Education take tentative action on Policy DJA, *MCPS Procurement Practices*; and be it further

Resolved, That Policy DJA, *MCPS Procurement Practices*, be sent out for public comment with a notice that the Board of Education will consider rescinding Policy DJB, *Bid Awards*, after incorporating relevant portions of that policy into Policy DJA.

Present at the Board table for the discussion are Mrs. Kathleen C. Lazor, director, Department of Materials Management, Office of the Chief Operating Officer; and Mrs. Stephanie P. Williams, director, Department of Policy, Records and Reporting, Office of Shared Accountability.

PO:hp

Attachments

1
2 Related Entries: DJA-RA, DJA-RB
3 **Responsible Office: Chief Operating Officer**
4 **Related Source: Annotated Code of Maryland, Education Article,**
5 **§5-112**
6

7 MCPS Procurement Practices **and Bid Awards**
8
9

10 A. PURPOSE
11

12 To recognize the procurement procedures published in the
13 **Montgomery County Public Schools (MCPS) Procurement Manual and**
14 **Maryland law, and to establish limits for advertising bids and**
15 **obtaining bid approval by the Montgomery County Board of**
16 **Education (Board)**
17

18 B. PROCESS AND CONTENT
19

20 1. **In compliance with Maryland law, MCPS purchases are as**
21 **follows:** ~~The Board of Education endorses the procurement~~
22 ~~procedures as outlined in the Procurement Manual,~~
23 ~~particularly in the area of contractual services.~~
24

25 a. **Any purchase by MCPS exceeding \$25,000, with the**
26 **exception of books, materials of instruction, and**
27 **emergency repairs, shall be advertised.**
28

From
DJB

29 b. The superintendent of schools is authorized to
30 award contracts for \$24,999 or less on the basis of
31 quotations and sealed bids.
32

From
DJB, as
edited

33 2. The practice of obtaining bids or quotations from vendors
34 shall be in accordance with the *Procurement Manual*.
35

From
DJB

36 C. REVIEW AND REPORTING

37
38 1. The Procurement Manual will be reviewed by the Board
39 Fiscal Management Committee.
40

41 2. This policy will be reviewed ~~every three years~~ in
42 accordance with the Board ~~of Education~~ policy review
43 process.
44

45
46 *Policy History:* Adopted by Resolution No. 265-79, February 26,
47 1979; reformatted in accordance with Resolution No. 333-86, June
48 12, 1986, and Resolution No. 458-86, August 12, 1986, ~~and~~ accepted
49 by Resolution No. 147-87, February 25, 1987, **amended**.
50
51
52
53

POLICY BOARD OF EDUCATION OF MONTGOMERY COUNTY

Related Entries: DJA, DJA-RA, DJA-RB
Responsible Office: Chief Operating Officer

Bid Awards

A. PURPOSE

To establish limits for advertising bids and obtaining bid approval by the Board of Education

B. PROCESS AND CONTENT

1. Any purchase by the school system exceeding \$25,000, with the exception of books, materials of instruction, and emergency repairs, shall be advertised for bid.
2. The superintendent is authorized to award contracts for \$25,000 or less on the basis of quotations and sealed bids with periodic reports to the Board.
3. The practice of obtaining bids or quotations from vendors shall be continued in accordance with administrative procedures approved by the superintendent.

C. REVIEW AND REPORTING

This policy will be reviewed in accordance with the Board of Education policy review process.

Policy History: Adopted by Resolution No. 935-83, November 8, 1983; reformatted in accordance with Resolution No. 333-86, June 12, 1986, and Resolution No. 458-86, August 12, 1986, and accepted by Resolution No. 147-87, February 25, 1987; reviewed May 14, 2008; amended by Resolution No. 153-09 March 10, 2009.