

MONTGOMERY COUNTY BOARD OF EDUCATION
Rockville, Maryland

February 12, 2013

MEMORANDUM

To: Members of the Board of Education

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

Subject: Final Action, Policy DJA, *MCPS Procurement Practices* (Rescission of Policy DJB, *Bid Awards*)

On October 9, 2012, the Montgomery County Board of Education (Board) tentatively adopted the updated Policy DJA, *MCPS Procurement Practices*. The Board of Education Policy Committee recommended combining Policy DJA, *MCPS Procurement Practices*, with language from Policy DJB, *Bid Awards*, and rescinding Policy DJB. The tentatively adopted policy was distributed for public comment. No comments were received.

Members of the Board of Education Policy Committee further discussed Policy DJA, *MCPS Procurement Practices*, on January 15, 2013, and no further recommendations were suggested at that time. The Committee Recommended Draft is included as an attachment. A copy of Policy DJB, *Bid Awards*, is also attached.

Recommended Resolution

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

WHEREAS, The draft of Policy DJA, *MCPS Procurement Practices*, was tentatively adopted by the Board on October 9, 2012, and sent out for public comment; and

WHEREAS, The Board has received the Board of Education Policy Committee's recommendations and received no comments from the public; now therefore be it

Resolved, That the title of Policy DJA be changed to *MCPS Procurement Practices and Bid Awards*; and be it further

Resolved, That the Board adopt Policy DJA, *MCPS Procurement Practices and Bid Awards*, as updated in the attached Committee Recommended Draft.

Resolved, That the Board rescind Policy DJB, *Bid Awards*, given that relevant sections of that policy have been incorporated into Policy DJA, as revised.

Present at the 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

Attachment

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.

From
DJB, as
edited

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

From
DJB

36 C. REVIEW AND REPORTING

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

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

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**.

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.