
PART I

This policy shall be known as the Purchasing Policy of the East Providence School Committee. The purpose of this policy is to describe the manner in which the School District shall control the purchase of materials, supplies, equipment, and certain contractual services for the School District in order to maintain a high ethical standard of all offices and employees of the School District in connection therewith.

Unless otherwise provided by law, the East Providence School District procurement policy shall comply with the provisions of Rhode Island General Law Title 45 Chapter 55.

PART II**PURCHASING LIMITS**

Procurements not to exceed an aggregate amount of ten thousand dollars (\$10,000) for construction, and eight thousand dollars (\$8,000) for all other purchases, may be made in accordance with small purchase regulations promulgated by the municipality. These amounts shall be increased or decreased annually hereafter at the same rate as the Boston Regional Consumer Price Index (Base Year being 2018).

Dollar Amount Requirements

1. \$1.00-\$2,500 One verbal quote from vendor being awarded the purchase order
2. \$2501.00-\$8,000.00 Three (3) verbal quotes from prospective vendors. This data to be entered on "Telephone/Oral Bid Sheet" (Copy attached) to be attached to the purchase requisition submitted to the Business Office.
3. \$8,001.00 and above for Public Competitive Sealed Bid via a Request for Proposal process.-
4. Dollar amounts noted in this section shall be adjusted at the same rate as the Boston Regional Price Index (Base Year being 2018).

Cooperative and Joint Purchasing Agreements

The East Providence School Department shall utilize cooperative purchasing and joint purchasing agreements as well as the State of Rhode Island master price agreements to the extent allowable pursuant to state law, rule and regulation.

When utilizing cooperative purchasing agreements enabled by R.I. General Laws Section 45-40.1-1 et seq., the School Administration shall follow the below sequence prior to engaging in such purchases:

1. Identify appropriate cooperative purchasing entities with respect to purchasing needs of the district.
2. Seek approval of the Superintendent of Schools and Director of Finance
3. Prior to the approval of the Superintendent of Schools and Director of Finance, they shall be provided with information related to the following:

The intended uses for the cooperative purchasing arrangement.

Reasonable assurances that the pricing provided through the cooperative arrangement are intended to maximize the purchasing value of public funds in procurement of goods and services.

1. Any approved cooperative entity shall then be submitted to the RI Attorney General's office pursuant to R.I. General Laws Section 45-40.1-4 (f) (as applicable).
2. The agreement shall then be filed with the keeper of the local public records and with the RI Secretary of State.

Minority/Women Business Enterprise (MBE/WBE)

In accordance with RI Gen. Law § 37-14.1-1, it is the policy of the State of Rhode Island to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs). Pursuant to §§ 37-14.1-2 and 37-14.1-6, MBEs and WBEs shall be included in all state purchasing, including, but not limited to, the procurement of goods, services, construction projects, or contracts funded in whole or in part with state funds, or funds which, in accordance with a federal grant or otherwise, the state expends or administers. MBEs and WBEs shall be awarded a minimum of ten percent (10%) of the dollar value of the entire procurement or project. MBE participation credit shall only be granted for firms duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity, MBE Compliance Office (MBECO). The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php> or by contacting Dorinda Keene at the MBECO at (401) 574-8670 or via email at Dorinda.Keene@doa.ri.gov.

The East Providence School Department reserves the right to give additional consideration to bid proposals submitted by small and/or minority/women business enterprises provided that such bid proposal is fully responsive to the terms and conditions of the solicitation and the bid price is determined, in the discretion of the East Providence School Department to be within a competitive range.

PART III

Sole Source Procurement and Emergency Procurement

1. A contract may be awarded for a supply, service, or construction item without competition when, under published regulations, the Director of Finance determines, in writing, that there is only one source for the required supply, service, or construction item.
2. Notwithstanding any other provision of this policy, the Director of Finance may make or authorize others to make emergency procurements when there exists a threat to public health, welfare, or safety, under emergency conditions as defined in regulations or where the procurement shall be in the best interest of the School District as established by properly promulgated rules and regulations. This is provided so that such emergency procurements shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

Procurements Not Requiring Competitive Bids

1. As provided under Title 220 – Department of Administration, Chapter 30 – Purchases. Subchapter 00 - N/A, Part 9 – Exceptions to Competitive Bidding Requirements, 9.1 Authority to Make Exceptions to the Requirements for Competition. Contracts for professional, technical, or artistic services are exempted from the competitive bid process including the services of attorneys, doctors and dentists.

Requests for Proposals

1. Services under this process shall be solicited through a Request for Proposals (RFP). The RFP shall clearly delineate the services sought.
 - a) The RFP shall provide the place, times and in what forms the bid specifications shall be made available. Potential proposers shall sign for receipt of the documents and provide contact information should contact be necessary.
 - b) The procedures listed in this School Committee policy under Bidding Procedures are to be included in each Request for Proposals.
 - c) The school department may opt to have a Request for Information (RFI) process prior to the development of an RFP.
 - d) Any mandatory meetings/walk through as part of the RFP will be delineated in the instructions.
2. Adequate public notice of the RFP shall be given a sufficient time prior to the date set forth therein for the opening of proposals. Such notice may include publication in a

newspaper of general circulation in the state as determined by the purchasing officer for the School District not less than seven (7) business days before the date set for opening of the proposals.

3. The RFP shall state the date, time and specific place the proposals are to be delivered. All proposals are to be date stamped upon delivery and no proposal documents are to be accepted after the time and date specified nor at any other place.
4. Should any changes be made to the RFP, an addendum shall be issued. The addendum will be posted on epschoolsri.org/purchasing and the City of Newport e-Procurement websites. The addendum will be forwarded to all potential proposers on record as having picked up the RFP under paragraph 2b above.
5. Questions regarding the content of or schedule for the RFP must be submitted in writing to E-bids@epschoolsri.com according to the schedule outlined in the RFP. The East Providence School Department will issue answers to all vendor questions, as noted in that schedule. In the event that modifications or additions to the RFP become necessary, vendors will be notified in writing and posted to epschoolsri.org/purchasing and the City of Newport e-Procurement website.
6. At the discretion of the Director of Finance, prospective responders to the RFP may be required to attend an informational meeting scheduled no later than ten (10) business days prior to the date set for opening of proposals.
7. Appropriate qualifications for prospective responders shall be developed based on the services being solicited. Factors including but not limited to the following may be considered: capacity of the organization to provide the services, references, information on similar projects completed by the organization, fiscal responsibility and capacity, résumés of principals providing the services. References shall be drawn by the Business Manager from a list of projects or services completed by the vendor similar in size and scope to the project or service described in the RFP and within a number of years as deemed appropriate by the Director of Finance.
8. The School Committee reserves the right to reject all proposals should that be in the best interests of the School District.
9. As part of each submission responding organizations shall provide a proposed price for services. The price shall be included in the proposal package in a separate sealed envelope clearly marked "Price" with the project name and date of the proposal also written.

- a) All proposals shall be evaluated prior to unsealing any price envelopes.
 - b) The School Committee reserves the right to accept proposals other than that of the lowest price.
 - c) The School Committee reserves the right to negotiate a price with a selected vendor without making public the proposed price of that vendor or any other vendor.
10. A proposer may correct, modify or withdraw a proposal by written notice received by the EPSD Director of Finance prior to the time and date of the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____." Each modification must be numbered in sequence and must, on the sealed envelope, reference the original RFP.
 11. The District may cancel any RFP or reject in whole or in part any and all proposals if the District determines the cancellation or rejection serves the best interests of the District.
 12. Proposal prices must remain firm for sixty (60) days following the proposal opening.
 13. In the event the District's offices are closed due to inclement weather, fire or evacuation at the specified time of the proposal opening, the proposal opening will be postponed until 2:00 p.m. on the next normal business day. Proposals will be accepted until that date and time.

Procurement through a Construction Manager at Risk

1. When the Construction Manager at Risk project delivery method is used and subject to the terms of their contract the Construction Manager shall determine how the project is to be procured and manage and execute the bidding and award process for all subcontractors, vendors and suppliers required to execute the work. The bidding and award process shall be fully transparent to the School District through the notification to and involvement of (as their time permits) of the Superintendent, Finance Director and/or Director of Facilities related to the following:
 - a) Determination of the number and general scopes of work for each Bid Package to be issued
 - b) Review and approval of proposed Bidders lists
 - c) Provide access to all Bid Packages
 - d) Notice to all Pre-Bid Conferences and attendance
 - e) Notice of all Scope Review Meetings and attendance

- f) Review and Approve “Recommendation of Award” of all contracts with a value greater than \$10,000 that relate to the furnishing and/or installation of materials and equipment for construction.
2. The Construction Manager shall be responsible for the Pre-Qualification of prospective bidders in accordance with the Construction Managers requirement.
3. The Construction Manager may use electronic bidding and contract execution methods provided they are secure, auditable and accessible to the School District.
4. The Construction Manager may negotiate best and final proposals from the apparent most responsive bidders that participate in Scope Review meetings.
5. The Construction Manager may develop and negotiate Alternates within Bid Packages related to the scope of work than may affect cost and/or schedule for School District consideration

Pre-Qualification of Contractors – General

1. The School District may provide for pre-qualification of suppliers as responsible prospective contractors for particular types of supplies, services, and construction. Solicitation mailing lists of potential contractors of such supplies, services, and construction shall include, but need not be limited to, such pre-qualified contractors. Pre-qualification shall not foreclose a written determination:
2. Between the time of the bid opening or receipt of offers and the making of an award, a prequalified supplier is assumed acceptable.
3. A supplier who is not pre-qualified at the time of bid opening or receipt of offers is responsible to provide data necessary to make him a qualified bidder within 3 days.

Rules and Regulations of Purchasing Agent

1. The Director of Finance shall establish and amend, with the approval of the School Committee, when necessary, all rules and regulations authorized by this policy and any others necessary to its operation not in conflict herewith.
2. The Director of Finance agent is hereby authorized and directed to adopt such written regulations and procedures as may be necessary for the implementation of this policy.
3. Such regulations and procedures shall become effective when approved, in writing, by the School Committee. Copies of the regulations will be on file in the office of the Director of Budget and Finance and shall also be made available for public inspection during normal business hours.

Unauthorized Purchases

No one of the East Providence School District is to order the purchase of materials, supplies, equipment, and contractual services or make any contract within the scope of this article other than through or with the approval of the Director of Budget and Finance. Any purchase, order or contract made contrary to the provisions hereof shall not be approved, and the School District of the City of East Providence shall not be bound thereby.

Purchase planning and processing

1. All personnel are requested to type annual requests for services, supplies, equipment, and materials on the appropriate forms and submit through department heads, principals, and appropriate administrative personnel in accordance with the attached schedule.
2. All personnel are requested to type special requests on the appropriate forms and forward through department heads, principals, and appropriate administrative personnel.
3. All requests should be clear, complete and concise in all information supplied in order to avoid delays. Full description estimated costs, name or names of possible suppliers, and any other pertinent information that shall expedite ordering must be included on all requisitions.
4. Local vendors should be used where possible (East Providence based/Rhode Island based).
5. After items have been approved for purchase, a copy of the purchase order shall be forwarded to the school. Upon receipt of the article or articles from the vendor, the principal, or his or her authorized personnel, will inspect the contents delivered for quality and sign and return the copy of the purchase order and packing slip, if the packing slip is available, to the Business Office immediately.

Environmentally Preferable Purchasing

The East Providence School District adheres to the spirit of those general laws fostering the purchase of products that are comprised of recycled materials, promote energy efficiency, and are environmentally benign. To the maximum feasible extent, within the fiscal resources available, all East Providence schools shall:

1. Purchase electronic products registered to the Electronic Product Environmental Assessment Tool (EPEAT) unless there is no EPEAT standard for such product.
2. Purchase recycled office paper products.
3. Purchase products that meet the standards set forth in the United States Department of Energy's EnergySmart Schools program, the Environmental Protection Agency's Energy Star program, the Responsible Purchasing Network or other similar plans that meet or

exceed the Northeast Collaborative for High Performance Schools Protocol (the NE-CHPS protocol is available at <http://www.chps.net/content/035/CHPS-NE2008.pdf>).

4. Purchase no low efficiency products including incandescent task lights, halogen torchieres, and portable electrical resistance heaters and will convert or eliminate all existing such products as expeditiously as possible.

Purchasing and Bidding Form Attachments

Reference:

Statutes and Regulations:

R.I. General Laws Section 16-2-9.2 Joint Purchasing Agreements.

R.I. General Laws Section 16-13.1-15 Collaborative Purchasing

R.I. General Laws Section 45-40.1-1 et seq Rhode Island Inter-local Cooperation Act

R.I. General Laws Section 37-2-56 State Master Bid List

R.I. General Laws Section 45-55-1 Municipal Purchasing

R.I. General Laws Section 45-55-6 Competitive Negotiations

East Providence School Committee

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