

Chief Tahgee Elementary Academy No. 483

FINANCIAL MANAGEMENT

7400P

Procurement Under a Federal Award

In addition to its other policies and procedures regarding procurement, the Charter School shall:

- Maintain a list of prequalified persons, firms, or products used in acquiring goods and services.
- Include enough qualified sources to ensure maximum open and free competition.
- Identify all requirements that bidders must fulfill and all other factors to be used in evaluating bids or proposals.

The Charter School shall also:

1. Provide a written method for conducting technical evaluation of the proposals received and for selecting recipients to include the following factors:
 - a. Identifying who performs the evaluation;
 - b. Establishing the timeframe for conducting the evaluation;
 - c. Defining the criteria for selecting a vendor; and
 - d. Determining whether another position other than the Director of School Programs reviews the evaluation.
2. Ensure that all solicitations (1) incorporate a clear and accurate description of the technical requirements for the material, product, or service to be produced and (2) set forth minimum essential characteristics and standards to which the material, product, or service must adhere.
3. Maintain oversight to:
 - Ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders;
 - Avoid acquiring unnecessary or duplicative items;
 - Consolidate procurements to obtain more economical purchases; and

- Analyze lease versus purchase alternatives, as appropriate, to determine the most economical approach.
4. Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, as well as financial and technical resources.
 5. Maintain records sufficient to detail the history of procurement. These records will include:
 - Rationale for the method of procurement,
 - Selection of contract type,
 - Contractor selection or rejection, and
 - The basis for the contract price.
 6. Prohibit the use of a time and materials type contract unless the Charter School determines that no other contract is suitable. Time and materials type contract means a contract whose cost to a Charter School is the sum of:
 - a. The actual cost of materials; and
 - b. The direct labor hours charged at an hourly rate that reflects wages, general and administrative expenses, and profit.
 7. Assert a high degree of oversight over such time and materials type contracts in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls. This type of contract will include a ceiling price that the contractor exceeds at his or her own risk.
 8. Assume responsibility for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims.
 9. Adhere to any additional procurement rules as applicable to specific federal programs.

Time and Effort Documentation

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. Such work shall be documented on Form 7400F.

Procedure History:

Adopted on: 12/19/2017

Revised on: