

Mountain View Montessori Procurement Policy

The goal of Mountain View Montessori is to procure only those items and services that are required to perform the mission and/or fill a bona fide need. Procurements should be made using a “best value” approach, which includes assessing the best value considering quality, performance, warranty, price, and perhaps other factors. To aid MVM in procuring goods and services at the best value, as follows:

- Any and all purchases with a total purchase price, including shipping charges, taxes, and fees, of one thousand dollars (\$1,000) or less shall be made using reasonable and customary best business practices to select best value.
- Any and all purchases with a total purchase price, including shipping charges, taxes, and fees, of more than one thousand dollars (\$1,000) and less than five thousand (\$5,000) shall require verbal quotes from three (3) separate and distinct vendors; or Purchases through major eCommerce marketplaces will be considered to have received separate and distinct verbal quotes without requirement for further documentation for an item costing one hundred dollars (\$100) or less and with total purchase price for that item (all units purchased) of one thousand dollars (\$1000) or less.
- Any and all purchases with a total purchase price, including shipping charges, taxes, and fees, of more than five thousand dollars (\$5,000) shall require a formal bid process, including obtaining written quotes from three (3) separate and distinct vendors.
- Any single equipment item over five thousand dollars (\$5,000) must be approved by USBE when using federal funding.
- Any and all purchases (excluding services) with a total price, including shipping charges, taxes, and fees, of more than fifty thousand dollars (\$50,000) shall require a full Request for Proposal Process. The limit for services will be one hundred thousand dollars (\$100,000).
- Cumulative purchases and services over the course of the year, which exceed \$50,000 from any single vendor will be subject to an annual review by the finance committee. The finance committee will make determinations as to need for additional review or quotation and retain written record of decisions.

Purchases may not be divided into multiple smaller purchases so as to avoid the requirements contained in the above thresholds.

All purchases shall require a Purchase Requisition. Purchase Requisitions totaling less than \$2,000 may be approved by the Executive Director or Assistant Director signing with the person making the request. Purchase Requisitions between \$2,001 and \$5,000 may be approved by the signature of the Executive Director or Assistant Director along with a signature from the Board President or a Board Member on the Finance Committee. Purchase Requisitions totaling over \$5,000 must be presented at the next Board Meeting for review and/or approval by the Board of Directors.

Notwithstanding the above, employees who make purchases on behalf of MVM should adhere to the following objectives:

- Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
- Make all purchases in the best interests of the school and its funding sources.
- Obtain quality supplies/services needed for delivery at the time and place required.
- Buy from responsible and dependable sources of supply.
- Obtain maximum value for all expenditures.
- Deal fairly and impartially with all vendors.
- Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the Charter School supplier relationships.

Emergency Purchases

An “emergency purchase” is the purchase of goods or services that are so badly needed that the school will suffer financial or operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at the school’s discretion and “best value” procurement guidelines must be followed. In addition, the purchase must be authorized by the Executive Director, the Board President, or a Board Member on the Finance Committee.