

Kapolei Charter School by Goodwill Hawaii
Procurement Policy
Policy No. 401
(AG Approved 6/13/17)

PURPOSE:

The Kapolei Charter School will procure the goods and services necessary to carry out its operations in a manner that is cost-efficient and, to the maximum extent practical, allows for free and open competition.

POLICY:

- 1.0 The Kapolei Charter School will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). As a means of avoiding unnecessary or duplicated purchases of goods and services, processing and approval shall be centralized and made the responsibility of the School Director, subject to the following limitations:
 - 1.1 Purchases and contracts having a value of \$10,000 or more require the approval of the School Governing Board.
 - 1.2 Related Parties. The Kapolei Charter School shall not purchase any goods or services from any immediate family member of any employee of the School nor from any entity in which a Kapolei Charter School employee may benefit from such a procurement; unless authorized by the School Director after a full disclosure of the potential benefits, and after the considerations set forth in this Policy.
- 2.0 General Requirements:
 - 2.1 Whenever bids or price quotations are solicited, a clear and accurate description of the technical requirements of the items or services required shall be provided whether verbally or in written form as specified herein. Such description shall not contain features that unduly restrict competition. "Brand names or equal" descriptions may be used as a means to define the performance or other salient requirements of the items being sought.
 - 2.2 Contracts shall only be made with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed contract. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

- 2.3 Awards shall be made to the bidder or offeror whose bid/offer is responsive to the solicitation and most advantageous to the School, price and other factors considered.
- 2.4 All contractual agreements must be appropriate to the type of items or service being procured and promote the best interests of the School. "Cost-plus-a-percentage-of-cost" contracts shall not be used.
- 2.5 All purchases shall be verified to ensure the type, quantity and quality of the items are carefully monitored to ensure all terms and conditions are met and the quantity and quality of the services are performed as specified.

3.0 Applicability of Federal Requirements:

- 3.1 When federal funds are used for the procurement, this policy and procedure is intended to comply with all requirements of the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance).
- 3.2 Further, the Uniform Guidance specified additional requirements pertaining to contractual agreements that shall be, as applicable, attached to and/or incorporated in all such documents.
 - Purchases by Micro Purchase having a value of \$3,500 or less.
 - May be awarded without soliciting competitive quotations if the School considers the price to be reasonable.
 - Purchases by Small Purchase Procedures for items having a value between \$3,501 and less than \$150,000.
 - At least 3 verbal/written quotations or proposals.
 - Records describing the item(s) or services sought, providers contacted, and the offering, evaluation and cost analysis justifying the selection or award.
 - Purchases or contracts having a value of \$150,000 or more.
 - Public solicitation of bid proposals published in a major daily newspaper specifying that:
 - Complete bid proposals must be submitted on or before the date and time specified for bid opening.
 - The School reserves the right to reject any or all bids when it is in its best interest to do so.
 - Records shall be maintained showing:
 - The basis upon which a contractor was selected. This is particularly important when award is made to a contractor whose bid price was not the lowest offered.

- The basis for the award cost or price.
- Purchases or contracts having a value of more than \$100,000:
 - Obtain certification from organizations receiving sub-awards (contract and subcontract) over \$100,000, certifying the organization and its principals are not suspended or debarred by any unit of the State or Federal Government.