

1 **Boundary County School District No. 101**

2
3 **FINANCIAL MANAGEMENT**

7500P1

4
5 Procurement Under a Federal Award

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7 In addition to its other policies and procedures regarding procurement, the District shall adhere to
8 the following requirements when making procurements under a federal award. The District
9 shall:

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11 1. Ensure that all solicitations incorporate a clear and accurate description of the technical
12 requirements for the material, product, or service to be produced, and set forth those
13 minimum essential characteristics and standards to which the material, product, or service
14 must conform. The District will identify all requirements which bidders must fulfill and
15 all other factors to be used in evaluating bids or proposals.
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17 2. Provide a written method for conducting technical evaluations of the proposals received
18 and for selecting recipients, including factors considered for the evaluation; who performs
19 the evaluation, the number of evaluations performed, the timeframe for conducting any
20 evaluations, and the selection of a vendor and whether another positions reviews the
21 evaluation.
22
23 3. Maintain oversight to ensure that contractors perform in accordance with the terms,
24 conditions, and specifications of their contracts or purchase orders.
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26 4. Avoid acquiring unnecessary or duplicative items;
27
28 5. Consider consolidating procurements to obtain a more economical purchase. Where
29 appropriate, an analysis will be made of lease versus purchase alternatives and any other
30 appropriate analysis to determine the most economical approach.
31
32 6. Maintain a list of prequalified person, firms, or products which are used in acquiring
33 goods and services and include enough qualified sources to ensure maximum open and
34 free competition.
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36 7. Award contracts only to responsible contractors possessing the ability to perform
37 successfully under the terms and conditions of the proposed procurement. Consideration
38 will be given to such matters as contractor integrity, compliance with public policy,
39 record of past performance, and financial and technical resources.
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41 8. Maintain records sufficient to detail the history of procurement. These records will
42 include:
43
44 A. Rationale for the method of procurement;
45 B. Selection of contract type;

- 46 C. Contractor selection or rejection; and
- 47 D. The basis for the contract price.

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49 9. The use of a time and materials type contract is prohibited unless the District determines
50 that no other contract is suitable. Time and materials type contract means a contract
51 whose cost to a District is the sum of:

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- 53 A. The actual cost of materials; and
- 54 B. The direct labor hours charged at an hourly rates that reflect wages, general and
- 55 administrative expenses, and profit.
- 56

57 When this type of the contract is used, it will include a ceiling price that the contractor
58 exceeds at his or her own risk. The District will assert a high degree of oversight over
59 such contracts in order to obtain reasonable assurance that the contractor is using efficient
60 methods and effective cost controls.

61
62 10. Be responsible for the settlement of all contractual and administrative issues arising out
63 of procurements. These issues include, but are not limited to, source evaluation, protests,
64 disputes, and claims.

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66 11. The District will adhere to any additional procurement rules as applicable to specific
67 federal programs such as federal child nutrition programs.

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69 Time and Effort Documentation

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

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75 Procedure History:

76 Promulgated on: April 30, 2018

77 Revised on: