



## Procurement Policy

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Revisions: 11/09/10, 10/22/13, 10/14/14

Related Documents:

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As provided by §302D, HRS, charter schools are exempt from Chapter 103D, HRS, but shall develop internal policies and procedures for the procurement of goods, services, and construction consistent with the goals of public accountability and public procurement practices. In expending all funds, KPPCS will utilize the following procurement procedures:

- All expenditures will be preauthorized using the expense preauthorization form.
- The procurement system will allow for the use of checks (two signatures required) and revolving charge accounts.
- A payee may not be a signatory on a check made out to them.
- All expenditures for greater than Five Thousand Dollars (\$5,000) and fewer than Ten Thousand Dollars (\$10,000) will require the school director or education director as signatory.
- All expenditures for greater than Ten Thousand Dollars (\$10,000) will require a GB officer as signatory.
- All supplies, services and equipment with a total cost of less than Five Thousand Dollars (\$5,000) may be purchased by the school's purchasing agent without request for written quotations or bids.
- All supplies, services and equipment with a total cost of greater than Five Thousand Dollars (\$5,000), but less than Twenty Thousand Dollars (\$20,000) may be purchased from the lowest quoted responsible vendor (kind, quality and material being equal), upon solicitation of firm quotations in writing, fax or e-mail from three or more firms, manufacturers, or dealers. Catalogs and circulars with firm prices shall be acceptable as firm quotations.
- All supplies, services and equipment with a total cost of Twenty Thousand Dollars (\$20,000) or more shall be purchased only after duly publicizing as hereinafter provided and only after formal written approval by the GB.
- The term "publicizing" whenever used in these policies shall mean a notice published at least ten days before bids or proposals are received and opened. If published, the notice shall appear in one or more newspapers of general circulation published in Hawai'i County.
- Bids or proposals submitted in response to the publication must be received in writing and in sealed form by the GB, a committee designated for this purpose, or the purchasing agent, if so designated by the GB. The bids or proposals will be publicly opened and read at the time and place designated in the notification and will be held for consideration and analysis for subsequent award by the school.
- The school shall award the contract for the purchase of the supplies, services or equipment to the lowest responsive and responsible bidder, kind, quality and material being equal, but in all cases, the school shall reserve the right to select a single item

from any bid. The school reserves the right to consider its past experiences with vendors in its determination of the term “responsible bidder”.

- Competitive proposals shall be awarded based on analysis of proposal responses relative to a set of evaluation criteria included in the proposal solicitation. The GB shall reserve the right to weigh the criteria in accordance with the GB’s determination of school needs and priorities, in the context of the school’s desired educational outcomes.
- A Purchasing Agent will be designated by the GB for the duties and purposes hereinabove set forth. The Director or ranking member of the school’s financial staff may act in such capacity if so designated by the GB.

The provisions as to solicitation and notification for bids and proposals, as set forth in these policies, shall **not** apply to the following, which are reserved for specific action by the GB:

- Contracts involving policies of insurance or surety company bonds, contracts with Internet access companies, contracts with public utility services or telephone companies, contracts made with another political subdivision of the State of Hawai‘i, the federal government and any agency of the State of Hawai‘i, or any municipal authority.
- Contracts involving the professional services of members of the medical or legal profession, architects, engineers, accountants, or other services involving professional expert advice.
- When the supplies or equipment required are for parts or components being procured as replacement parts in support of equipment specially designed by a manufacturer, where data available is not adequate to assure that the part or component is identical with the part it is to replace or where contemplated procurement is to match or complement equipment or components previously purchased.
- For supplies or equipment needed at once because of emergency. The question of the existence of an emergency shall be determined by the Director and the executive committee of the GB. A written report shall be submitted to, and approval sought from, the GB at its next available meeting.
- When the contemplated purchase is for technical services in connection with the assembly, installation, or servicing (or the instruction of personnel therein) of equipment of a highly technical or specialized nature.
- Contracts for education films, film strips, prepared transparencies and slides, prerecorded magnetic tapes and disc recordings, textbooks, prepared kits, models, projectiles, teacher demonstration devices, library books, and materials.

Contracts for food service equipment, goods, and services with a value of \$250,000 or less per year are exempt from this policy.