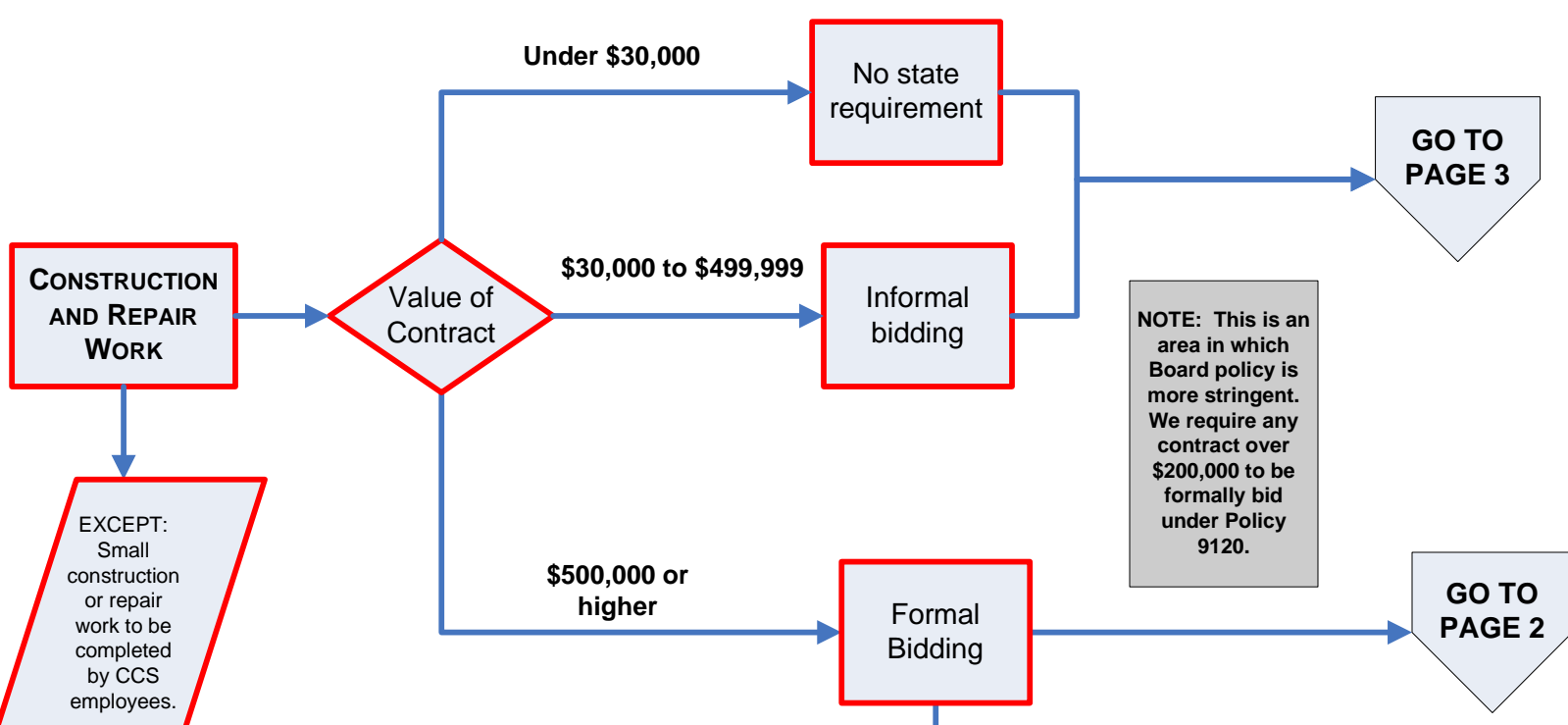
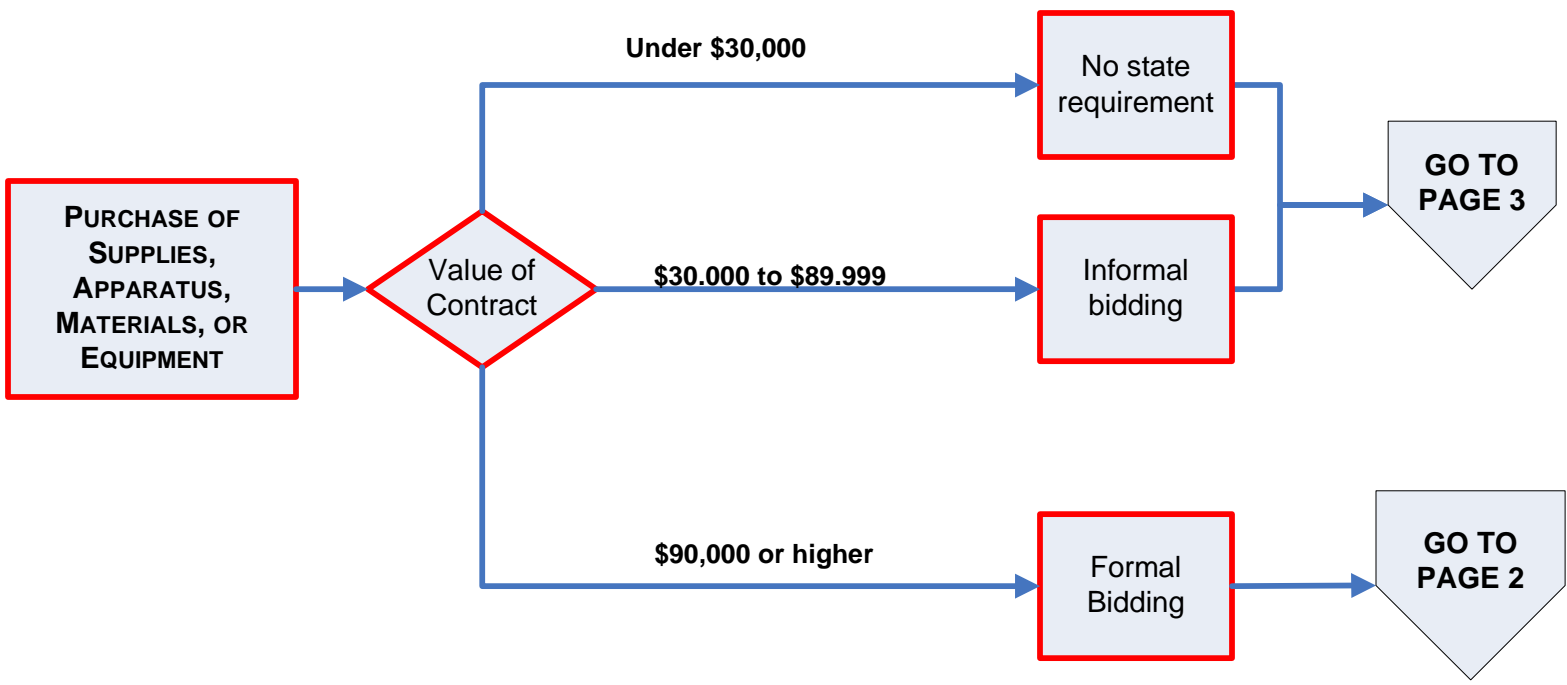
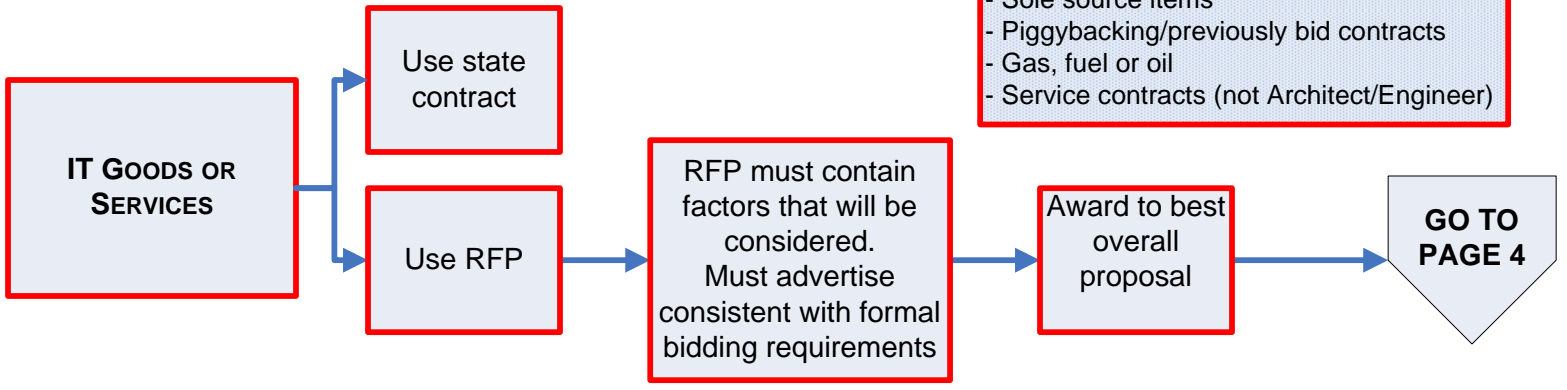


CCBOE CONTRACT REQUIREMENTS

Is bidding required?

- Bidding is not required for:**
- Food/supplies for school food services.
 - Group purchasing programs.
 - IT through State Office of IT contracts.
 - Contracts established by the state or federal gov't
 - Used equipment
 - Leases or financing services
 - Purchases from other gov't agencies.
 - Special emergencies
 - Sole source items
 - Piggybacking/previously bid contracts
 - Gas, fuel or oil
 - Service contracts (not Architect/Engineer)



COLOR KEY:
 RED = State law requirement
 BLUE = Current CCBOE requirement

FORMAL BIDDING

Per state law, Board may delegate the power to oversee formal bidding and award of contract to Superintendent.

Superintendent and Finance Officer oversee formal bidding

Determine bidding method

COMPETITIVE SEALED BIDS

REVERSE AUCTION

Finance Officer oversees requirements

Advertisement:
- newspaper and/or electronic ads ok
- Must have 7 days between publication and opening of bids
- Location of plans, specifications, or requirements
- Time and place of bids will be opened

Sealed Bids

Board encourages obtaining 3 bids, proposals, quotes when feasible.

Board may reject any and all bids

Public Opening

Consider quality, performance, and time specified.

Contract to lowest responsible bidder

Maintain Records

FORMAL BIDDING:
- Is not to find the lowest price.
- Is to prevent favoritism, corruption, fraud, and imposition.
- Is to ensure "fair play" and "reasonable prices"

Real time competition for lowest price in open environment.

Contract must be in writing.

GO TO PAGE 4

COLOR KEY:
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BLUE = Current CCBOE requirement
YELLOW = Board guidance

INFORMAL BIDDING

Superintendent and Finance Officer

Board encourages obtaining 3 bids, proposals, quotes when feasible.

Determine Informal Bidding Method

May use Competitive Sealed Bid Process from Formal Bidding Process

May obtain price quotes

May use other process to obtain sealed bids

May advertise as Finance Officer deems necessary.
Bid specs must include time, date and place to open bids.

Have we fostered competition? We accept the price, quality and suitability of quote/bid.
We have not had a bad experience with this contractor before.

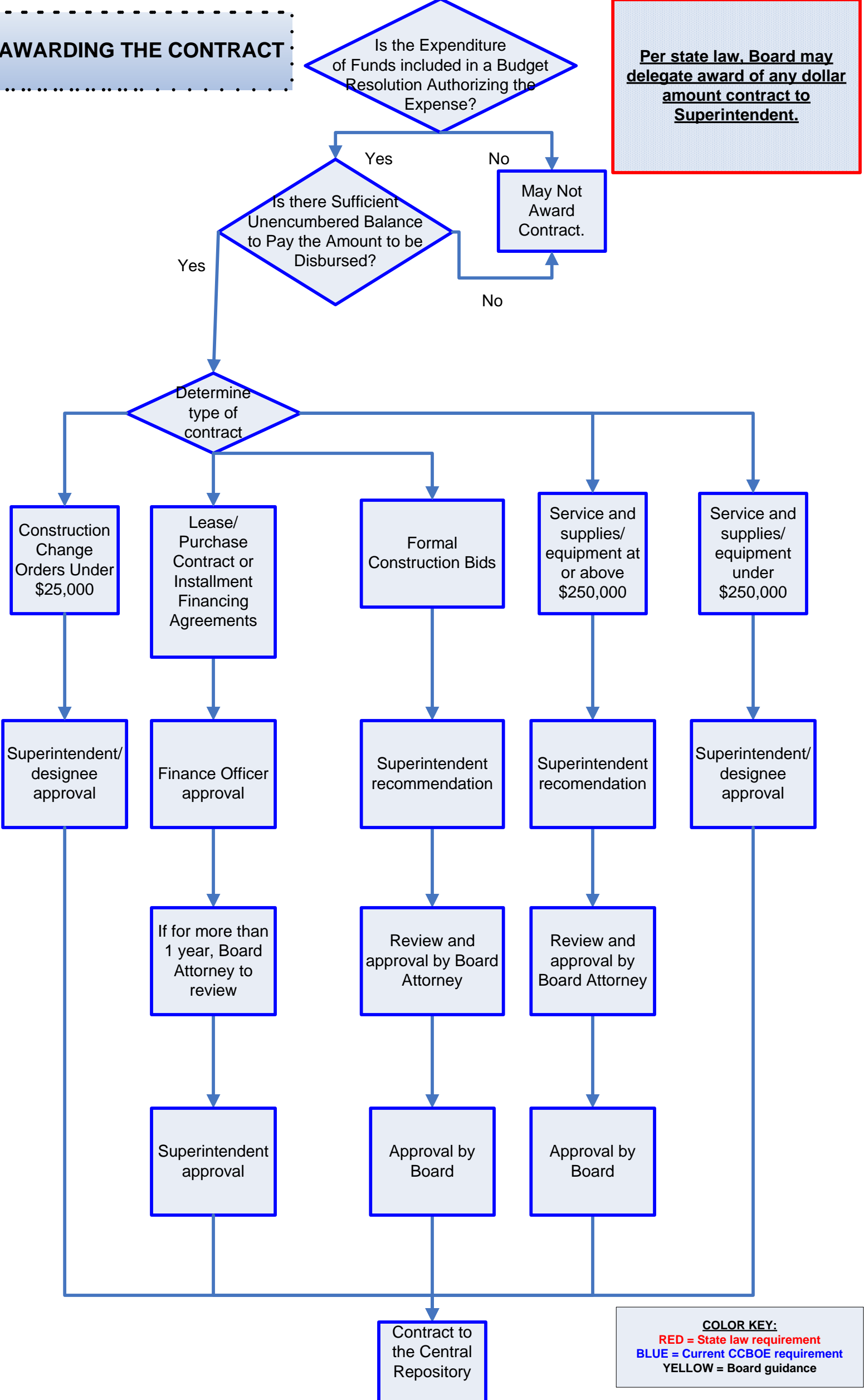
Contract to lowest responsible offer/bidder

GO TO PAGE 4

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AWARDING THE CONTRACT

Per state law, Board may delegate award of any dollar amount contract to Superintendent.



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 BLUE = Current CCBOE requirement
 YELLOW = Board guidance