

School Board Workshop on Purchasing, Bids and Contracts

Monday, February 25, 2013 at 6:30 P.M.

Central Office - Conference Room

Agenda

Executive Session with Board's Attorney (if necessary)

1. Board Policy on Purchasing, Bids, and Contracts
 - a. 1.301 Executive Committee
 - b. 2.805 Purchasing
 - c. 2.806 Bids and Quotations
 - d. 2.807 Requisitions
 - e. 2.808 Purchase Orders and Contracts
2. FCS Purchasing and Invoice Payment Process
3. Purchasing Legal Requirements and Policy Considerations
 - a. Threshold Amount for Legal Requirements and Board Approval
 - b. Bid Process including Receipt/Opening/Award of Bids
 - 1) Executive Committee
 - 2) Attorney Review
 - 3) Board Approval
 - c. Internal Controls
 - d. Board Discussion of Policy Considerations
4. Contracts - Legal Requirements and Policy Considerations
 - a. Required and Recommended Components
 - b. Attorney Review
 - c. Board Approval
 - d. Board Discussion of Policy Considerations
5. Consultants - Legal Requirements and Policy Considerations
 - a. Example
 - b. Legal Requirements and Recommendations
 - 1) Bid Process
 - 2) Contract
 - 3) Retainers
 - c. Board Discussion of Policy Considerations