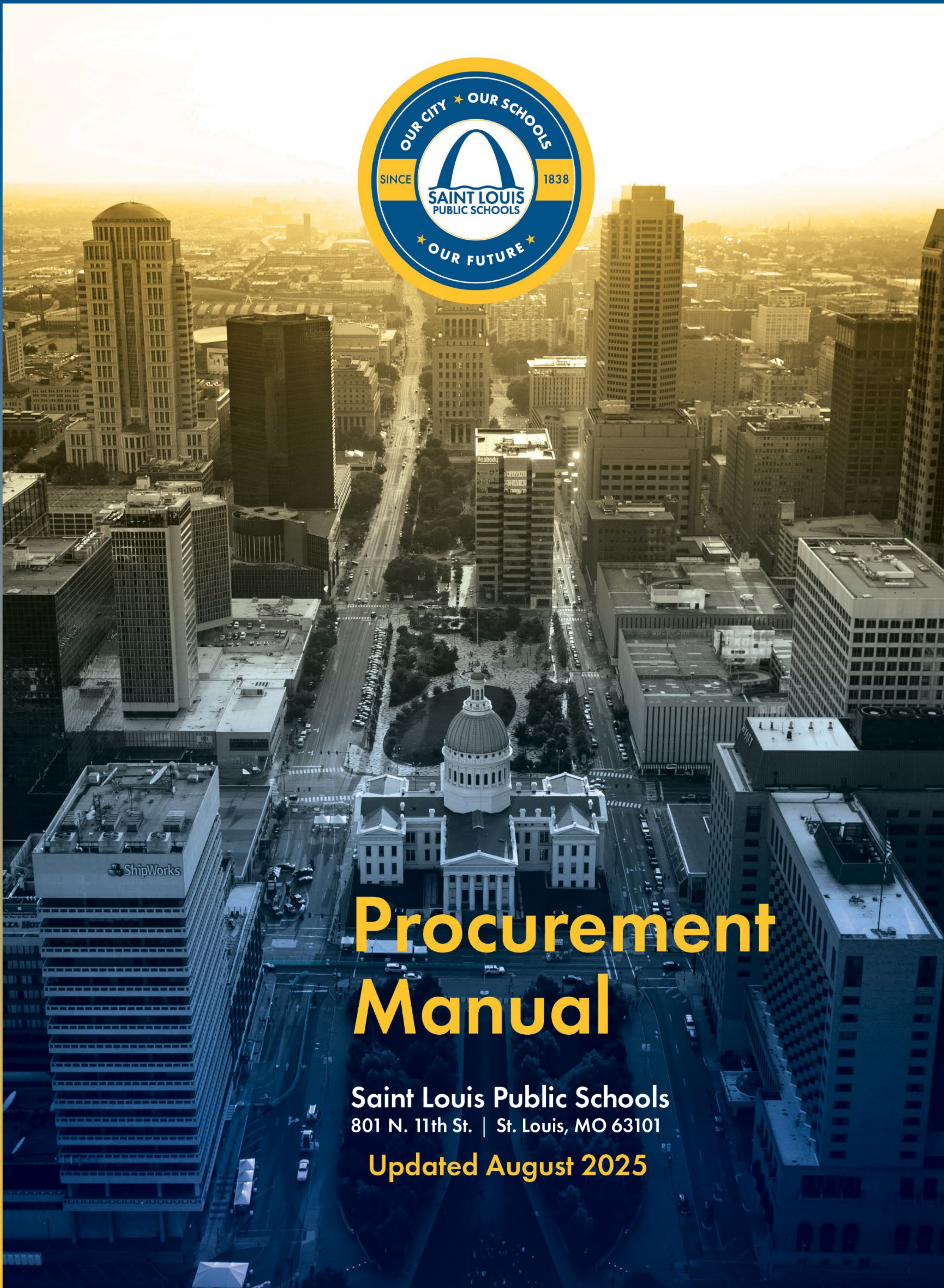

Procurement Manual

Saint Louis Public Schools
801 N. 11th St. | St. Louis, MO 63101

Updated August 2025

DR. MILLICENT BORISHADE
Superintendent
Saint Louis Public Schools

August, 2025

Dear SLPS Team,

We are pleased to share with you the official *Procurement Manual* for St. Louis Public Schools, developed to support our collective efforts in maintaining responsible, efficient, and transparent purchasing practices across the district.

This manual is your go-to resource for understanding the policies and procedures that govern how we acquire goods and services. Whether you're initiating a purchase, managing a contract, or working with vendors, the manual provides clear guidance to help you navigate each step of the process with confidence and compliance.

What's Inside:

- Step-by-step instructions for initiating purchase requisitions
- Guidelines for competitive bidding and quote thresholds
- Procedures for emergency, sole-source, and grant-funded purchases
- Roles and responsibilities for school-based and central office staff
- Ethical standards and conflict-of-interest policies

Our goal is to ensure that all procurement activities align with district goals, budgetary constraints, and legal requirements. By following the procedures outlined in this manual, you help safeguard public resources and contribute to a culture of accountability and excellence.

We encourage you to review the manual thoroughly and keep it accessible for reference. If you have questions or need support, the Procurement Services Division is available to assist you—please reach out to the Director of Procurement.

Thank you for your continued dedication to our students, schools, and community.

Warm regards,
Millicent Borishade
Dr. Millicent Borishade

801 N. 11th St. | St. Louis, MO 63101
Phone: 314-231-3720 | Fax: 314-345-2650

Table of Contents

1. Overview

St. Louis Public Schools (SLPS) recognizes the importance of a sound fiscal management program and expects District staff to maximize the resources available for the district's educational program and to be good stewards of public funds by exercising fair, competitive purchasing practices. SLPS will respect its financial obligations and will also require that service providers/vendors meet their obligations to provide quality products and services in a timely manner.

---

2. Interaction with Board Policy

2.1 All the following procedures are in line with Policy DJF-5: PURCHASING

2.2 The school Board has adopted policies governing the finances of the district. Policy Listing

2.3 This document is intended to supplement those policies and create procedures to assist District staff in implementing them.

2.4 If there is a conflict between this document and Board policy, Board policy will govern.

2.5 If district staff have suggestions on how this document or Board policy regarding district finances can be improved, they are encouraged to bring their suggestions to the Chief Financial Officer or the Superintendent.

---

3. SLPS Finance Division Mission Statement

3.1 We endeavor to support improved student achievement and organizational excellence in the SLPS through the provision of transparent, accurate and timely financial information.

3.2 We develop fiscal policies and internal controls that safeguard the district's assets and ensure compliance with generally accepted accounting principles and all applicable state and federal laws.

---

4. Values and Principles

The SLPS Procurement Department adheres to the following values and principles (adopted from the National Institute for Public Procurement):

4.1 Accountability

4.1.1 Taking ownership and being responsible to stakeholders for our actions.

4.1.2 Practice due diligence.

4.1.3 Promote effective, economic, and efficient acquisition.

4.1.4 Use procurement strategies to optimize value to stakeholders.

4.2 Ethics

4.2.1 Acting in a manner that is true to these values is essential to preserve the public's trust.

4.2.2 Act and conduct business with honesty and integrity, avoiding even the appearance of impropriety.

4.2.3 Maintain consistency in all processes and actions.

4.3 Impartiality

4.3.1 Unbiased decision-making and action are essential to ensure fairness for the public good.

4.3.2 Be open, fair, impartial, and non-discriminatory in all processes.

4.4 Professionalism

4.4.1 Upholding high standards of job performance and ethical behavior.

4.4.2 Professional development through education, mentorship, innovation, and partnerships.

4.4.3 Seek continuous improvement through ongoing training, education, and skill enhancement.

4.5 Customer Service

4.5.1 Obligation to assist stakeholders.

4.5.2 Be a crucial resource and strategic partner within the organization and community.

4.5.3 Develop collaborative partnerships to meet public needs.

4.5.4 Maintain a customer service focus while meeting the needs and protecting the interests of the organization and the public.

4.6 Transparency

4.6.1 Easily accessible, clear policies and procedures are essential to demonstrate responsible use of public funds.

4.6.2 Maintain current and complete policies, procedures, and records.

4.6.3 Provide timely access to procurement policies, procedures, and records.

5. SLPS Expectations of All District Personnel When Engaging the Business Community

5.1 Demonstrate a personal commitment to the highest ethical standards when communicating with suppliers, vendors, contractors, purveyors, or other business professionals.

5.2 Follow District policies and internal procedures in making recommendations and decisions about District business matters.

5.3 Operate fairly without any personal agenda in all matters involving the business relationships of the district.

5.4 Obey the law in its word, spirit, and intent at all times.

5.5 Exercise great care and good professional judgment in order to avoid situations that may compromise the reputation of the district.

5.6 Seek guidance, advice, and training from experts regarding current school business practices.

5.7 Treat all vendors, businesses in the community, and business partners fairly and equitably, taking care not to use District resources (facilities, employees, communication ability, etc.) to promote the interests of any company.

5.8 Do not solicit District vendors for donations, favors, or other items of value to avoid the appearance of biased procurement practices.

---

6. Procurement Supervision

6.1 The Chief Financial Officer (CFO) serves as the District's Procurement Officer or will designate The Procurement Director as such. 6.2 The procurement officer supervises direct purchases of products and services and may authorize purchases on behalf of the district that complies with the budget as adopted by the Board.

6.3 The Superintendent of Schools, in consultation with the CFO and/or Procurement Director, develops administrative procedures, including this Procurement Manual, to implement the Board's procurement-related policies and administrative regulations in a manner that will meet the district's needs while protecting the district's resources.

6.4 This Procurement Manual complies with all applicable Federal and State laws and provides oversight of all District purchasing decisions.

---

7. Prohibited Activity and Reporting Requirements

7.1 The district expects all staff members to comply with the letter and intent of all district policies and procedures regarding purchasing.

7.2 Under no circumstances may employees use district funds to make unauthorized or personal purchases.

7.3 Staff members may not artificially divide purchases to avoid bidding requirements or design bid specifications to favor a particular provider.

7.4 All district employees must report suspected fraud, theft, or misuse of district funds to the Superintendent immediately.

7.5 The Superintendent may designate another administrator to receive such reports.

7.6 If the allegation involves the Superintendent or the designated administrator, the report should be made to the Board president.

7.7 All reports will be investigated immediately.

7.8 SLPS strictly prohibits retaliation against any person reporting suspected misconduct.

7.9 Report to Whistleblower@slps.org or (314) 561-0006.

---

8. General Rules

8.1 All funds received by district staff on behalf of the district shall be deposited in district accounts.

8.2 All funds deposited with the district, regardless of source, are considered district funds. Any purchases made with these funds must comply with district policies and procedures.

8.3 Although buildings, departments, and divisions are allocated budgets for a given period, the expenditure of those budgetary amounts is still subject to law and district policies and procedures.

8.4 Not all purchases involve a contract with a vendor. If a contract is required, the contract must be approved by the Superintendent or designee for agreements under $5,000.

8.5 If the contract exceeds $5,000, it requires Board approval. Staff must factor in the appropriate time to secure the necessary approvals prior to making these purchases.

8.6 Regardless of the purchase method used, the district will select the lowest or best bid unless the lowest bid is required by law.

8.7 The district reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids, or make the purchase on the open market if the product or service can be obtained at a better price, if that is allowed by law.

8.8 If the scope of the purchase changes substantially, the district will rebid the product or service.

8.9 Purchases shall be made only through an approved purchase order, even when using a credit or purchasing card.

8.10 In rare circumstances when one of these methods of payment is not available, the district may reimburse an employee.

8.11 All schools, departments, and divisions ordering supplies, furniture, equipment, and services must create requisitions through the purchasing system and in accordance with these administrative procedures.

8.12 All purchases must receive approval from the principal or other appropriate supervisor responsible for the budget code from which the purchase is made.

8.13 The principal or supervisor will compare requests to prevent the purchase of duplicative or unnecessary items.

8.14 The following items require additional approval prior to making the purchase, regardless of the cost:

> 8.14.1 Computer hardware and software must be approved by the district's Chief Information Officer.
> 8.14.2 Products, services, or anything else purchased with grant funds must be approved by the Finance Division.
> 8.14.3 Construction or maintenance of district facilities must be approved by the Chief Operations Officer
> 8.14.4 The Finance Division and Academic Professional Development Department, Including Athletics, must approve travel expenses such as airline tickets and hotel reservations.
> 8.14.4 Purchasing and tracking items deemed assets should follow DID-AP(1)

8.15 All purchases must be attributed to a budget code, and funds must be available in that code prior to making the purchase.

8.16 Federal funds will be identified in accordance with the district's procedure for cash management of federal funds.

8.17 If the requested expenditure does not fit into a budget code or goes beyond the approved amount in that budget code, the request will be forwarded to the Superintendent 's office for review.

8.18 If the Superintendent determines the request is reasonable but will require an amendment to the current budget, the Superintendent will include the request as an agenda item at the next Board meeting.

8.19 All purchases must be appropriately documented consistent with auditing guidelines and procedures.

8.20 District staff must provide the district's tax-exempt letter to vendors before making any purchase that may be taxed.

---

9. Procurement Process and Source Selection

9.1 Once a need for a good or service has been identified, the procurement process begins with the preparation of a requisition by an authorized individual at a school or department via the SLPS financial system.

9.2 A requisition is a request to purchase goods or services. Completion of a requisition is required for most purchases.

9.3 The SLPS financial system automatically verifies that the school or department has the funds to purchase the good or service before the requisition is created (released).

9.4 Once the requisition is created, the funds then become “committed” and restricted for that purchase.

9.5 The requisition is routed electronically for approval via the financial system.

9.6 Required approval levels include a Principal or Department Head, Finance Management Office, Accounting Office, and Procurement.

9.7 Once the requisition is approved at the required levels, the Procurement Staff will create a purchase order and send the purchase order to the vendor primarily via financial software.

9.8 Once the goods or services are received at the school or department, the requestor enters a receipt, the vendor submits an invoice to AccountsPayable@slps.org, and the Accounts Payable Department generates a vendor check or electronic payment upon receipt of the vendor invoice.

---

10. Technology

10.1 To ensure District network operations and instructional processes run smoothly, specific equipment and materials have been standardized.

10.2 The Technology Department has prepared an approved pricing list for computer-related items.

10.3 The items on the pricing list have been approved through the District procurement process as outlined in this document.

10.4 Employees are prohibited from making computer-related purchases that are not approved through the Technology Department.

---

11. Textbook & Instructional Purchases

11.1 Recommendations for textbooks or other instructional materials are made by the curriculum facilitators to the Executive Director of Teaching and Learning Support after receiving input from a curriculum advisory committee.

11.2 Any staff member that would like the district to purchase a particular text needs to notify the office of the Executive Director of Teaching and Learning Support.

11.3 Employees are prohibited from making textbook purchases without the approval of the Executive Director of Teaching and Learning Support.

---

12. Vendor Selection

12.1 As a public purchasing entity, SLPS embraces a fundamental obligation to the general public to ensure that all procurement practices are accomplished in accordance with the law.

12.2 SLPS procurement procedures are conducted in a fair and impartial manner.

12.3 The SLPS vendor types are as follows:

12.3.1 Requests for Qualifications (RFQ)

12.3.1.1 A Request for Qualifications (RFQ) process may be used when the scope of the work cannot be completely defined by the district.

12.3.1.2 The contract award for Request for Proposals is not based solely upon price. Other factors considered include:

12.3.1.2.1 Qualifications and experience of principals and staff.

12.3.1.2.2 Methodology and management approach.

12.3.1.2.3 Understanding of the project and the district's objective.

12.3.1.2.4 Technical superiority.

12.3.1.2.5 Financial stability.

12.3.1.2.6 Experience.

12.3.1.2.7 History of the firm.

12.3.2 Request for Proposal RFP Requirements

12.3.2.1 Generally, four weeks (28 calendar days) public notice of the Request for Proposals will be given.

12.3.2.2 In scenarios of extenuating circumstances, the public notice can be reduced. However, the Superintendent or designee must approve this exception.

12.3.2.3 The RFP shall state the relative importance of the scope of services, price, and other evaluation factors.

12.3.2.4 All information provided by vendors in RFP responses is subject to Missouri Sunshine Request statute.

12.3.3 Evaluation

12.3.3.1 The Procurement Department with the assistance of the originating department will determine the composition of the evaluation committee.

12.3.3.2 The evaluation committee is made up of subject matter experts selected from within the school district who are knowledgeable enough to perform evaluation of applicable proposals.

12.3.3.3 The Procurement Department with the assistance of the originating department will prepare an evaluation plan prior to the start of evaluation that allows for scoring of the proposals according to the evaluation factors and their weighted values.

12.3.3.4 It is mandatory that procurement staff must be in attendance for all vendor proposals, bid conferences, or walkthroughs.

12.3.3.5 These conferences are conducted to answer questions from interested vendors.

12.3.3.6 This mandate ensures all vendors are shepherded through SLPS's procurement process fairly and equitably.

12.3.4 Bid/RFP Award

12.3.4.1 The district will select the lowest or best bid.

12.3.4.2 The district reserves the right to waive minor technical defects in a bid, reject any and all bids, reject any part of a bid, advertise for new bids or make the purchase on the open market if the product or service can be obtained at a better price.

12.3.5 Preferred Vendor

12.3.5.1 A preferred vendor is one who responded to a Request for Proposal (RFP) or related process for a particular category and was awarded by the Board of Education as a 'go-to' source.

12.3.5.2 For the most current list, refer to the Procurement website. [Preferred, CO-OP or Approved Vendor]

12.3.6 Cooperative (CO-OP) Vendor

12.3.6.1 A CO-OP vendor exists within a cooperative purchasing organization that offers pre-bid goods and services.

12.3.6.2 Government agencies or cooperative purchasing organizations are used to lower prices and administrative costs and obtain more favorable terms and conditions.

12.3.6.3 SLPS CO-OP partnerships are listed on the Procurement website.

12.3.8 Punchout Vendor

12.3.8.1 Punchout is an E-procurement process that allows shopping directly on a vendor's website using negotiated pricing and catalogs.

12.3.8.2 A quote is not required because Punchout vendors are either in a Purchasing CO-OP or have gone through an RFP process.

12.3.8.3 The requisition and purchase order process shall be followed.

12.3.8.4 The current approved Punchout vendors for SLPS are listed on the Punchout Vendor List.

---

13. Dollar Value Thresholds for Determining Method of Procurement

13.1 Regardless of the source of funds, SLPS procurement procedures apply to the procurement of goods and services by all school and central office locations.

13.2 SLPS highly recommends utilizing preferred or CO-OP vendors for purchases.

13.3 Purchases under $5,000, or micro-purchases, can be made without soliciting competitive price or rate quotations when:

13.3.1 Doing so does not violate state or federal law.

13.3.2 The procurement officer considers the price to be reasonable based on research, experience, purchase history, or other information and documents the findings.

13.3.3 To the maximum extent possible, purchases using the micro-purchasing method should be distributed equitably among qualified providers.

---

14. Formal Purchasing Methods

14.1 If the estimated expenditure is for goods and materials and is greater than $5,000, or is for non-construction services of $50,000 or more, sealed bids or proposals will be used for the purchase, as required by law.

---

15. Goods and Materials Purchasing Process

15.1 Purchase requests for goods, supplies, or related items are generally entered into the financial system as a standard line-item purchase order (PO).

15.2 Attached quotes are required to ensure the purchase order detail matches vendor pricing.

15.3 When the PO does not match vendor pricing, the order is delayed until the PO details are corrected.

15.4 Exceptions are Punchout vendors.

15.5 Sealed Bid or Request for Proposal Exceptions: SLPS Preferred and CO-OP vendors have already been approved through an RFP process.

15.6 A list of Preferred and CO-OP vendors is posted on the Procurement website.

15.7 RFP awarded, Preferred, and CO-OP vendors are the fastest options.

15.8 Board Action Process: Requisitions greater than $5,000 require the initiation of a BAR (Board Action Report) via DocuSign by the requesting department.

15.9 Once approval is obtained on a BAR, information is then entered into Diligent Communities for Board action.

---

16. Purchase Requisition (PR) Amounts for Supplies & Equipment

16.1 Purchase Requisitions Less Than or Equal to $5,000

16.1.1 Require one quote from the selected vendor.

16.1.2 Contact the vendor to get a quote for the items you are requesting.

16.1.3 Use the quote information gathered in your purchase requisition, including any freight.

16.1.4 Attach the quote to your purchase requisition.

16.1.5 No Board resolution is required.

16.1.6 The purchase order is the contract for your approved order.

16.2 Purchase Requisitions Over $5,000

16.2.1 Require the Request for Proposal (RFP) process (except Preferred and CO-OP vendors).

16.2.2 Contact the Procurement Department for assistance as soon as possible.

16.2.3 The RFP process can take 1–6 months.

16.2.4 Resume the process after vendor selection.

---

17. Request for Proposal RFP Process

17.1 Complete the RFP worksheet template and submit it to the Procurement Department for review and processing.

17.2 Templates are available in the Procurement section of the District's website.

17.3 The RFP process is managed by the Purchasing Department through the District's e-Procurement system (Bonfire/Euna Procurement).

17.4 Procurement staff will review the submitted template for completeness and alignment with District requirements.

17.5 Once approved, the RFP will be officially posted to the SLPS e-Procurement portal.

17.6 The RFP opening process will include:

17.6.1 Formal opening of responses.

17.6.2 Evaluation and scoring by the requesting department or designated committee.

17.6.3 A documented award recommendation.

17.7 The final award announcement will be issued by the Procurement Department following all required approvals.

---

18. Requesting Department Process

18.1 Utilize the RFP information to initiate a Board Action Report BAR Board via DocuSign by the requesting department.

18.2 Once approval is obtained on the BAR, enter information into Diligent Communities for Board action.

18.3 Once Board approval is obtained, complete the SLPS purchase agreement template.

18.4 Obtain vendor signature and forward it to ProcurementContracts@slps.org.

18.5 Upon receipt of the fully executed contract, create a requisition or contract in the financial system.

18.6 A purchase order is issued after all approvals.

18.7 Once goods are received, the vendor submits all invoices to Accounts Payable as instructed on the purchase order.

---

19. Purchased Services (Other Than Construction)

19.1 Forward all vendor-signed contracts to the Procurement Department.

19.2 Procurement will obtain required District signatures after Board approval.

19.3 Do not authorize vendor work without a completed and signed contract.

19.4 The Requesting Department will provide all supporting documentation.

---

20. Purchase Requisition (PR) Amounts for Services

20.1 Between $5,000 and $50,000

20.1.1 Require three vendor quotes (except Preferred and CO-OP vendors).

20.1.2 Once Board approval is obtained, complete the SLPS purchase agreement template.

20.1.3 Obtain vendor signature and forward to ProcurementContracts@slps.org.

20.1.4 Upon receipt of the fully executed contract, create a requisition or contract in the financial system.

20.1.5 A purchase order is issued after all approvals.

20.1.6 Once goods or services are received, vendor sends invoices to Accounts Payable.

20.1.7 Providers of services over $5,000 must submit E-Verify documentation.

20.2 Over $50,000

20.2.1 Require sealed bids through the RFP process (except Preferred and CO-OP vendors).

20.2.2 Contact the Procurement Department for assistance.

20.2.3 The sealed bid process can take 1–6 months.

---

21. Sealed Bid or RFP Process (For Services Over $50,000)

21.1 Complete the Sealed Bid or Request for Proposal (RFP) template and submit it to the Procurement Department for review and processing.

21.2 Templates are available in the Procurement section of the District's website. RFP Worksheet Template

21.3 The RFP process is managed by the Purchasing Department through the District's e-Procurement system (Bonfire/Euna Procurement).

21.4 Procurement staff will review the submitted template for completeness and alignment with District requirements.

21.5 Once approved, the sealed bid or RFP will be officially posted to the SLPS e-Procurement portal.

21.6 The sealed bid/RFP opening process will include:

21.6.1 Formal opening of responses.

21.6.2 Evaluation and scoring by the requesting department or designated committee.

21.6.3 A documented award recommendation.

21.7 The final award announcement will be issued by the Procurement Department following all required approvals.

22. Requesting Department Process (For Services Over $50,000)

22.1 Utilize the RFP information to initiate a BAR Board via DocuSign by the requesting department.

22.2 Once approval is obtained on the BAR, enter information into Diligent Communities for Board action.

22.3 Once Board approval is obtained, complete the SLPS purchase agreement template.

22.4 Obtain vendor signature and forward to ProcurementContracts@slps.org.

22.5 Upon receipt of the fully executed contract, create a requisition or contract in the financial system.

22.6 A purchase order is issued after all approvals.

22.7 Once services are completed or in progress, the vendor sends invoices to Accounts Payable as instructed on the purchase order.

22.8 Providers of services over $5,000 must submit E-Verify documentation.

23. E-Procurement

23.1 The district has partnered with Bonfire Interactive (also known as Euna Procurement) to create a procurement portal.

23.2 Vendors receive notifications of business opportunities and submit bids and proposals to SLPS electronically.

24. Contract Execution

24.1 The Superintendent or designee may approve contracts with a value of $5,000 or less.

24.2 The Superintendent or designee is authorized to approve contracts in excess of $5,000 but no greater than $50,000 in emergency situations.

24.3 An emergency is a threat to life, property, public health, or public safety, or when immediate expenditure is necessary to protect against further loss or damage or to prevent a serious disruption in services.

24.4 Exceptions to prior Board approval should be used sparingly and with good judgment.

24.5 Reasons for using these exceptions must be documented.

24.6 Contracts will not be artificially divided to fall within these approval amounts.

24.7 All contracts approved by the Superintendent or designee prior to Board approval shall be subject to review and ratification by the Board at the next regularly scheduled meeting.

24.8 After Board approval, the Board President, Board Secretary and Superintendent or designee may sign the contract on behalf of the district unless otherwise required by law.

24.9 All copies of the contract are sent to the applicable department.

24.10 The Procurement Department is the repository for all original signed vendor contracts.

24.11 Contracts must go through the bidding process when required.

24.12 When possible, contracts will align with the fiscal year (July to June).

---

25. Contract File Documentation

25.1 Any contract involving the expenditure of public funds is subject to review or audit.

25.2 The Procurement Department will maintain an organized electronic file.

---

26. Monitoring Vendor Performance

26.1 Monitoring vendor performance is the responsibility of the end user (school or central office department).

26.2 The end user is typically engaged in daily interaction with the vendor.

26.3 The Procurement Department relies on the end user to provide feedback via email or phone.

26.4 Vendors must be held accountable to perform at acceptable levels.

26.5 The district is responsible for fulfilling its own contractual obligations.

26.6 A vendor performance report form is required annually.

---

27. Contract Renewals and Non-Renewals

27.1 The Procurement Department is the repository for contracts and will monitor contract lifecycle including contract expirations.

27.2 If the department wishes to renew, continue, or re-solicit services, it should notify the Procurement Office.

27.3 Renewals will be submitted to the Board of Education for approval.

---

28. Emergency Purchases

28.1 Unless competitive bidding is required by law, the Superintendent may waive competitive bidding requirements in emergencies.

28.2 An emergency includes threats to life, property, public health or safety, or situations requiring immediate expenditure to prevent further loss or minimize disruption in services.

28.3 Emergency purchases shall be made with as much competition as practical under the circumstances and only to the extent necessary to address the emergency. The Superintendent shall submit a report of such action to the board for ratification at is next meeting.

28.4 Additional items or work after the immediate issue must comply with normal purchasing procedures.

---

29. Single Feasible Source

29.1 Unless competitive bidding is required by law, the Procurement Director may waive competitive bidding upon determining in writing that there is only a single feasible source.

29.2 If other feasible sources are discovered, the waiver will be rescinded and the competitive process will proceed.

29.3 Circumstances justifying a single feasible source include:

29.3.1 Proprietary products or services are available only from the manufacturer or a single distributor.

29.3.2 Only one distributor serves the region.

29.3.3 OEM parts

29.3.4 Required parts or maintenance to preserve warranty.

29.3.5 Unique services (e.g., speakers, authors).

29.3.6 Continuity of Service to avoid disruption of adopted systems or products.

---

30. Purchasing Preferences

30.1 The district complies with all purchasing preference requirements.

30.2 Purchases with federal funds must also comply with Policy DJFA. View Policy DJF-5: PURCHASING30.3 Missouri Preferences

30.3.1 Preference for Missouri businesses when price and quality are equal. See § 34.073, RSMo.

30.3.2 Preference for commodities produced in Missouri. See § 171.181, RSMo.

30.3.3 Encouragement to buy products made in the USA. See § 34.353, RSMo.

30.3.4 Purchase domestic commodities for nutrition programs. See 7 C.F.R. §§ 210.21, 220.16.

30.3.5 Three-point bonus preference for Missouri service-disabled veteran businesses. See § 34.074, RSMo.

30.3.6 Preference for higher-calcium foods if price and quality are equal. See § 34.375, RSMo.

30.3.7 Consider DESE guidelines on environmentally friendly cleaning products. See § 161.365, RSMo.

---

31. Legal Compliance

31.1 The district will comply with all laws regarding acquiring products and services, including but not limited to:

31.2 Construction projects over $5,000 must be advertised and competitively bid in accordance with law.

31.3 Construction bids may also be advertised in business, trade, or minority newspapers or other modes such as the district website.

31.4 Bid specifications and contracts for construction projects will include:

31.4.1 Prevailing wage or public works minimum wage requirements.

31.4.2 Mandatory training.

31.4.3 Mandatory affidavits on authorized labor.

31.4.4 Bonding requirements if applicable. See §§ 107.170, 177.086, 177.161, 285.530, 290.210–.340, 292.675, RSMo.

31.5 Competitive bidding is required for school supplies exceeding $5,000. See § 177.171, RSMo.

31.6 Architectural, engineering, or land surveying services must be solicited in accordance with policy and law. See §§ 8.285 - .291, RSMo

31.7 Construction management and design-build services must follow Board policy and law. See §§ 8.675–.687, 67.5050, .5060, RSMo.

31.8 Auditing services must be competitively solicited per DESE qualifications. See 5 C.S.R. 30-4.030.

31.9 Health and life insurance contracts will be bid at least every three years. See § 67.150, RSMo.

31.10 General liability and other insurance contracts will be bid at least every six years. See § 376.696, RSMo.

31.11 Depositories of district funds will be bid at least every five years. See §§ 165.201–.291, RSMo.

31.12 Food service management companies will be selected per state and federal procurement requirements. See 7 C.F.R. § 210.16; 5 C.S.R. § 30-680.010.

31.13 Services using federal E-Rate funds must comply with federal procurement processes. See 47 C.F.R. § 54.503.

31.14 Transactions with Board members or employees (or their spouses or children) will follow law and policy. See §§ 105.454, .458, 171.181, RSMo.

31.15 Providers of services over $5,000 must submit E-Verify documentation. See § 285.530, RSMo.

31.16 The district shall not contract with independent contractors for work that legally requires teacher or administrator certification. See § 161.855, RSMo.

31.17 The district will not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than $100,000 or to contractors with fewer than ten employees. See § 34.600, RSMo.

---

32. Suspension and Debarment (SAM.GOV)

32.1 The district will not do business with providers who have been suspended or debarred at the state or federal level.

32.2 Employees must verify that providers are in good standing before making purchasing decisions.

---

33. Credit and Procurement Cards

33.1 Authorized employees and Board members will not use these cards to circumvent bidding and purchasing requirements.

33.2 All purchases with District cards must be attributed to the correct budget code and align with the adopted budget.

33.3 Employees must refer to the Purchasing Card Manual before use.

---

34. Unauthorized Purchases Corrective Actions

34.1 Unauthorized purchases are prohibited.

34.2 All purchases must comply with Board Policy, the Procurement Manual, and/or the Purchasing Card Manual.

34.3 An unauthorized purchase includes but is not limited to:

34.3.1 Purchases without a valid purchase order issued by the Procurement Department.

34.3.2 Evidence of ordering or receiving goods/services before a valid purchase order is issued.

34.4 Employees may face discipline or termination for failing to follow policy or for misuse of District resources, including credit and purchasing cards.

---

35. Memo to Administrator regarding Unauthorized Purchase

35.1 If the Procurement Department determines an unauthorized purchase occurred, it will send a memo to the responsible school or department.

35.2 The Superintendent will receive a copy of the memo.

35.3 The department responsible must provide a written explanation of why procedures were not followed.

35.4 The memo and response will be attached to purchase documentation and sent to the Superintendent.

---

36. Communication to Vendor regarding Unauthorized Purchase

36.1 The procurement officer may notify a vendor that provided unauthorized goods/services that payment may be withheld.

36.2 The district may choose not to do business with such vendors in the future.

36.3 Vendors will be formally advised that payment may not be made for unauthorized purchases.

36.4 The District's legal counsel will be copied on this communication.

---

37. Open Records Request

37.1 All public records are subject to the Missouri Sunshine Law.

37.2 Departments receiving such a request about procurement documents must forward it to the custodian of records.

37.3 Pricing sheets related to Bids and RFPs may be read aloud during public openings.

---

38. State and Federal Procurement

38.1 Procurement of materials and services is guided by Title 2 of the Code of Federal Regulations, Part 200 (2 CFR Part 200).

38.2 State law and the district's procurement policies are generally more restrictive than federal law.

38.3 Unless exceptional circumstances apply, SLPS will follow the procedures in this manual when using State or Federal funds.

---

39. Real Estate Brokers and Other Real Estate Services

In situations where the district will discuss or make decisions regarding the lease, purchase, or sale of real estate in closed session as allowed by law, the district is not required to publicly advertise and seek sealed bids for the services of a licensed real estate broker or other services incident to the sale, regardless of the ultimate cost of the service provided. Instead, the purchasing officer will contact at least two service providers to obtain bids or quotes for services and make a recommendation to the board, or the district may contract with a real estate broker or other service provider that has previously provided services to the district. This exception does not apply to services required to be publicly bid by law, such as construction services, or other services for which there is a specified selection process in law or policy, such as architectural, engineering, and land surveying services.

39.1 Lease, rent, or lease-purchase arrangements are subject to competitive bidding requirements in the same manner as other purchases. The board may purchase apparatus, equipment, and furnishings by entering into lease-purchase agreements with providers. Any agreement that results in school district ownership of the leased object must contain a provision that allows the district an option to terminate the agreement on at least an annual basis without penalty. All expenditures related to lease-purchase agreements shall be considered expenditures for capital outlay.

40 Legal Compliance

40.1 The district will not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than $100,000 or to contractors with fewer than ten employees. See § 34.600, RSMo.

40.2 See Section 31 for more detail.

---

41 Purchasing Preferences

In accordance with law, the district will comply with all purchasing preference requirements in this section. Purchases made with federal funds must also comply with the requirements of policy DJFA and, in the case of conflict among the requirements, the provisions of DJFA will govern such purchases.

41.1 When contracting for any job or service, the district will give preference to Missouri businesses, or businesses that maintain Missouri offices or places of business, when the quality of performance promised is equal to or better than and the price quoted is the same as or less than that of the other responsive providers. See § 34.073, RSMo.

41.2 The district will give preference to all commodities manufactured, mined, produced, or grown within the state and to all Missouri firms, corporations, or individuals who supply commodities when quality and price are approximately the same. See § 171.181, RSMo.

41.3 The board encourages district staff to purchase products manufactured, assembled, or produced in the United States of America. See § 34.353, RSMo.

41.4. As required by U.S. Department of Agriculture (USDA) Buy American rules, the district will purchase, to the maximum extent practicable, domestic commodities or products for its nutrition program. "Domestic commodity" means an agricultural commodity that is produced in the United States of America, and "domestic product" means a food product that is processed in the United States of America substantially using agricultural commodities that are produced in the United States of America. See 7 C.F.R. §§ 210.21, 220.16.

41.5 When contracting for any job or service, the district will give a three-point bonus preference to service-disabled veteran businesses that are Missouri businesses or businesses that maintain Missouri offices or places of business. See § 34.074, RSMo.

41.6 When purchasing food or beverages to be processed or served in a building or room owned or operated by the district, the board will give preference to those that contain a higher level of calcium if they are equal or lower in price and of the same type and nutritional quality. This consideration is in addition to any requirements of the USDA under the National School Lunch Program or the School Breakfast Program. See § 34.375, RSMo.

41.7 When purchasing coal for fuel purposes, the district must purchase coal mined in the state of Missouri or an adjoining state if the cost is not greater than the cost of coal mined in any other state or states, including the cost of transportation. See § 34.080, RSMo.

41.8 Employees responsible for the purchase of cleaning products will consult DESE guidelines on environmentally friendly products prior to purchase. See § 161.365, RSMo.

41.9 The district may use discretionary locally sourced food preferences as permitted by USDA procurement regulations. See 7 C.F.R. § 210.21(g).

42 Purchase Documentation

Documentation related to purchases must be maintained in accordance with the Missouri Secretary of State's retention manual and maintained in a centralized location so that there is a clear audit path linking the solicitation, evaluation, award, and payment. When applicable, documentation should include:

42.1 A statement justifying the purchasing method used (micro, small, sealed bids, RFP, or RFQ).

42.2 Bid specifications or scope of work requirements for an RFP or RFQ.

42.3 Newspaper advertisements or posted notices.

42.4. List of providers contacted.

42.5 Original or copy of each written bid, proposal, or statement of qualifications received.

42.6 Bid record/tabulation summary sheets.

42.7 Correspondence concerning the purchase.

42.8 Evaluation report, including an explanation if the bid accepted was from someone other than the low bidder.

42.9 Description of the emergency condition that existed if bids were obtained due to an emergency.

42.10 Rationale for a single feasible source purchase.

42.11 An explanation if the bid accepted was from a non-Missouri manufacturer or service provider.

---

43 Receiving Products

43.1 All district buildings will have a designated receiving area where all products are delivered. Each building supervisor/administrator will designate two employees who will sign for products received at that building. An employee will not sign for receipt of a product that the employee requisitioned or ordered. Therefore, all employees must notify the employees designated to receive products when an item is ordered. However, if there is a question as to whether the product was ordered or there is a mistake in the order, the employee ordering the product will be consulted prior to consenting to the delivery. The designated employee will verify that sales tax was not charged before giving consent to a delivery.

As soon as possible after receipt of a product, the employee who ordered it will inspect the product to ensure that the district received the appropriate quality and quantity of the product, that the product was delivered in a timely manner and that the price and quantity on the invoice matches the receipt. If the product is acceptable and the purchase was made by purchase order, the employee who ordered it will send proof of receipt to the purchasing officer so that the purchase order can be paid. If a partial shipment is received, the employee will send the receipt to the purchasing officer and will include notification that the entire order has not been received. If the purchase was made by credit or purchasing card, the employee issued the card will submit the receiving slip to the purchasing officer with the card statement. If the statement has already been paid prior to receipt, the employee issued the card will submit the receiving slip to the central office for documentation.

If the product is not what was ordered, the employee who ordered it will contact the provider immediately for correction. If the product cannot be replaced or the error corrected before the expiration of the purchase order, the employee will notify the purchasing officer immediately so that the first purchase order is canceled and a new purchase order is issued. If the provider refuses to correct the error, the employee will contact the purchasing officer immediately so that payment can be withheld or a protest filed with the credit or purchasing card issuer.

The building supervisor/administrator will designate one or more employees to verify all products received over the summer or in other situations where the employee who ordered a product is absent for an extended period of time. The person(s) designated will stand in place of the person ordering the product and perform the duties detailed above. The designated person(s) will attempt to notify the person who ordered the product, in addition to the purchasing officer, if there are any concerns.

All products received over the summer or in other situations where employees who ordered products are absent for an extended period of time will be stored in a secure, locked location and may be removed only by the employees who ordered the products or by other employees upon direction of the building supervisor/administrator or designee.

---

44 Receiving Services

44.1 In general, a service provider will be paid only after the employee who requested the service verifies that the service has been rendered in accordance with the specifications. Exceptions may be made for purchases such as membership dues, registration fees, and travel expenses such as airline tickets. Employees will contact the purchasing officer if there are concerns regarding the quality of the service provided or if the service is not completed in a timely manner.

---

45 Payment

Because by law the board must approve the payment of all bills, the purchasing officer will work with regular providers to arrange for a billing cycle that allows for official board approval before payment and protects the district from incurring late fees or interest payments.

---

46 Student Activity Accounts

Funds within Student Activity Accounts are subject to the same purchasing and bidding requirements as all other District expenditures. There are no exceptions based on the source of funds. All monies held by the District, including student activity funds, must follow the applicable procurement rules, thresholds and approval processes established in Board Policy and District procedures. These funds are governed by the same standards of accountability, transparency and stewardship as all other District resources. For additional information please refer to the Student Activity Account guide.

---

47 Items NOT ALLOWED for purchase with District funds or student account funds.

47.1 Alcohol & Tobacco Products: Beer, wine, liquor, cigarettes, vapes, CBD products

47.2 Personal Gifts & Gratuities: Flowers, birthday cards, balloons, retirement gifts, memorials, holiday baskets.

47.3 Gift Cards / Cash Equivalents: Visa/Mastercard gift cards, Amazon cards, prepaid debit cards, fuel cards (unless part of a Board-approved student incentive program with tracking controls)

47.4 Political or Religious Contributions: Campaign donations, sponsorship of political candidates, purchase of religious materials for staff or promotional use.

47.5 Donations / Sponsorships to Outside Organizations:
Booster clubs, non-profits, churches, foundations (unless Board-approved through a BAR or formal agreement)

47.6 Personal Use Goods or Services: Fuel for personal vehicles, personal phone chargers, personal clothing/accessories, office décor not tied to student instruction.

47.7 Luxury or Excessive Items:
High-end furniture, premium electronics without instructional justification, branded merchandise for staff giveaways.

47.8 Fines, Fees, or Late Charges:
Parking tickets, traffic violations, personal penalties.

47.9 REF: Missouri Constitution (Article VI – public funds restrictions), State Auditor's guidance on public expenditures, Local school board policy (DJF / DJF-5 Purchasing policies), Federal Uniform Guidance (2 CFR 200) if federal funds are used