

New City School  
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## **Special Education Procurement Policy**

### **Purpose**

The purpose of this policy is to comply with the terms set forth in the Uniform Grant Guidance (Sections §200.317-326) regarding the procurement of goods and services. Prior to and upon the acceptance and expenditure of funds awarded to New City School by the State and Federal Government, the school will ensure that the funds will be used for the purposes of providing special education and related services for children with disabilities from birth to 21. The funds will be used in a manner consistent with state and federal statutes, rules and regulations. State and Federal funds received by the agency from the Individuals with Disabilities Education Act, P.L. 108-466 will abide by the mandates as described in the Special Education Funds Statement of Assurances certification. This document will be reviewed and signed annually by the district's Director of Special Education and the Superintendent/Board Clerk. This document is submitted annually to the Minnesota Department of Education (MDE). The form may be obtained through the Minnesota Department of Education. New City School will maintain supporting information required for the local Total Special Education System (TSES) on file in Team Drive.

Misuse of State and Federal funds will result in a prompt investigation led by the school board and law enforcement. Upon finding evidence of fraud or intentional misuse of state or federal funds, the guilty party may be dismissed for just cause from employment in addition to any criminal or civil prosecution or litigation.

### **General Statement of Policy**

New City School will follow the guidelines set forth in this policy when procuring goods and services.

### **Requests for Proposals**

The following transactions require that New City School obtain two or more quotes (if possible) from interested vendors:

- All contracts and purchases \$10,000 - \$100,000
- Affirmative steps will be documented to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible.
- All contracts for perishable food (other than milk) that are at least \$10,000
- All contracts for petroleum heating fuel

All requests for proposals must:

- Be kept on file for one year.
- In the case of petroleum heating fuel, be publicly advertised at least 30 days before the intended award date.

### **Sealed Bids**

The following transactions require that New City School obtain sealed bids from interested vendors:

- All contracts greater than, \$100,000, except for perishable food (other than milk)

All requests for sealed bids must:

- Be publicly advertised for two weeks
- State the time and place of receiving bids and contain a brief description of the subject matter.
- Bids will be publicly opened at the time and place prescribed in the invitation for bid.
- A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.
- Any or all bids may be rejected if there is a sound documented reason.

### **Selection Criteria**

New City School reserves the right to select the lowest bonafide bid.

### **Required Certification**

Executive Director has the authority to sign legally binding contracts up to \$10,000. The school board must approve contracts beyond \$10,001.

### **Exceptions**

Any capital improvement of facilities expenditure greater than \$100,000 will include a bid guarantee equivalent to 5% of the bid price from each bidder, a performance bond

on the part of the contractor for 100% of the contract price and a payment bond on the part of the contractor for 100% of the contract price.

**Adopted by the NCS Board of Directors, April 17, 2019**