

BUSINESS OPERATIONS  
SOLICITING PRICES (BIDS AND QUOTATIONS)

Purchasing Procedures

The Executive Director shall seek competitive prices in the exercise of his/her purchasing authority.

All purchases shall be subject to competitive pricing guidelines. Staff responsible for each program area are expected to conduct the purchasing process so that actual funds expended are equal to or less than budgeted amounts. Each staff person responsible for or assigned to a particular program area, or any part of a program, shall seek competitive prices in securing goods and services for the Association. Any purchase over \$2,500 requires a minimum of three quotes. Acceptable methods include telephone quotes, written quotes, and formal "Requests for Proposals." Results of the competitive pricing will be summarized on the NJSBA quotation sheet. A copy of the quotation sheet should be forwarded to the Department of Finance and Operational Services along with the purchase order.

While not subject to the Public School Contracts Law, nonetheless, NJSBA will publicly advertise any competitive bid purchases over the "threshold" amount, set annually by the Commissioner of Education. Interested vendors will respond to NJSBA public bidding advertisements on the "NJSBA Requests for Proposals" form. Specific areas where advertising for bids is not required will be followed in accordance with N.J.S.A. 18A:18A5.

Goods and services purchased regularly throughout the year (e.g., office supplies, publication production services) may be competitively priced on an annual basis. A purchase order should be completed, approved and forwarded to the Business Office which summarizes the rates and/or unit costs agreed upon and an estimated yearly amount for such purchases with the vendor chosen, along with an annual quotation sheet. Subsequent payments to the vendor will be processed against the yearly purchase order.

The Association is entitled to State of New Jersey contract prices, and is a member of the State of New Jersey, Department of Treasury's, Cooperative Purchasing Program.

In certain instances, competitive pricing guidelines may not be utilized:

- A. Emergency situations;
- B. Existing equipment compatibility;
- C. Only source where only one quotation was received, but at least three bona fide vendors were contacted;
- D. Contract/purchase from government agency;
- E. Technical/professional services;

**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

**FILE CODE: GO/3323**

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F. Inability to obtain three quotes.

In such cases, the reasons for noncompetition will be noted on a quotation sheet. Such instances require the approval of the Executive Director or his/her designee.

Purchases of specific publication and costs related to attendance of specific conferences or seminars will not require a quotation sheet to be completed.

Authority: BD 3/76  
BD 5/76  
BD 10/89  
BD 1/91  
BD 1/03  
BD 9/10