

Series 2000 – Finance and Facility Management

Section 2200 – Internal Operations

Policy 2211 – Emergency Purchasing Procedures

As required by WV State Board of Education Policy 8200 this policy establishes purchasing procedures to be used in emergency situations when the Governor has not declared an emergency.

For purposes of this policy, an emergency situation is one that arises from acts of nature; conditions that are detrimental to health, safety, or welfare of employees or students; or other unforeseen events that threaten the termination of essential services. These can include unforeseen delays by contractors or delays in the transportation of indispensable goods and materials. Emergency procedures are not to be used for hardships created by neglect, poor planning, or lack of organization.

- 2211.1 This policy applies to the acquisition of commodities and services during emergency situations that have not been declared emergencies by the Governor. In the event an emergency situation is declared an emergency by the Governor, from the time of the Governor's declaration, the Emergency Procurement provisions of Policy 8200 shall govern purchases.
- 2211.2 Harrison County Schools' normal purchasing procedures shall apply during emergency situations covered by this policy unless The superintendent, or in the superintendent's absence or inability to act, the assistant superintendent provides prior written approval of a purchase, in which case the purchase of goods or services during the emergency situation shall comply with the following provisions of this policy.
- 2211.3 Competitive bids must be obtained whenever possible. If, in the opinion of the department dealing with the emergency (using sound judgment and discretion) time does not permit verbal bids to be received, the department must obtain additional written approval from the superintendent or, in the superintendent's absence or inability to act, the assistant superintendent allowing the department to secure necessary services and supplies without bids. This approval expires when no longer required or when the emergency condition is abated, whichever occurs first.

2211.4 Upon resumption of normal purchasing procedures, the department responsible for making any emergency purchases using these procedures will provide to the Purchasing Office a complete written record of those items and/or services purchased during the emergency and not in accordance with the Harrison County Schools' normal purchasing procedures. The record shall include a summary sheet that details all such acquisitions and lists date(s) of purchase, vendor, dollar amount, commodity or service description and specifications, quantity, whether bids were solicited, number of bids obtained, whether the award was made to the low bidder and, if not, a justification for the award.

2211.5 The following standards shall apply to all purchases made:

a. The school district's employees and representatives shall exercise sound judgement and discretion when acquiring commodities and services related to the emergency.

b. The employees or representatives of the school district shall operate with the highest ideals of honor and integrity and strive to avoid the appearance of perceived impropriety.

c. No person shall solicit or receive anything of value, directly or indirectly, now or in the future, from any vendor or person supplying commodities or services in relation to the emergency.

d. No person shall corruptly combine, collude, or conspire with one or more persons to lessen competition; cause a higher price to be paid; or cause one vendor to be unjustifiably preferred over one or more other prospective vendors.

e. The department shall be responsible for developing specifications for commodities and services that do not favor a particular brand or vendor.

f. Any contract and/or purchase order in excess of \$100,000 shall be reviewed, approved and signed by the superintendent or, in the superintendent's absence or inability to act, the assistant superintendent, whichever the case may be.

g. Any verbal bid shall be summarized and documented to include the bidder's name and address, date of bid, dollar amount, commodity or service description, and quantity.

h. All purchase order and/or contract awards shall be made to the lowest responsible bidder meeting specifications.

- i. Should the award not be made to the lowest priced bidder, a written justification shall be placed on file with the bids that documents the reason the low price was rejected. This justification must be signed by the superintendent, or, in the superintendent's absence or inability to act, the assistant superintendent.

- j. Each expenditure shall be documented, to include specifications, bids, no-bids, award justifications, and any other relevant data. The documentation for each expenditure shall be complete and shall be kept in an orderly manner that will enable any interested party to understand the specifics of the expenditure.