



PROCUREMENT & BIDDING FORM

COLVILLE SCHOOL DISTRICT 115
217 S. HOFSTETTER COLVILLE, WA 99114

Vendor Name:		<input type="checkbox"/> BE 01	<input type="checkbox"/> Sped 21	<input type="checkbox"/> TBIP 65	<input type="checkbox"/> HiCap 74
Requisition #:	PO #:	<input type="checkbox"/> DW 97	<input type="checkbox"/> Bldg Bud	<input type="checkbox"/> Title I	<input type="checkbox"/> Title II
Completed By:	Date:	<input type="checkbox"/> Title IV	<input type="checkbox"/> Sped 24	<input type="checkbox"/> ESSER I	<input type="checkbox"/> ESSER II
Prgm. Director:		<input type="checkbox"/> Voc 31	<input type="checkbox"/> LAP 55	<input type="checkbox"/> Perk 34	<input type="checkbox"/> ESSER III

State Funded	Federally Funded ^①
Basic Ed, Voc, ALE, State Sped 21, LAP, Bilingual, HiCap, Districtwide Support, Building Budgets	Perkins Voc, Title I, Title II, Title IV, Fed Sped 24, CARES/ESSER

Purchases		
<\$40,000	No Action Required	No Action Required
\$40,000-\$74,999	<input type="checkbox"/> 3 Quotes Required (attach quotes)	<input type="checkbox"/> 3 Quotes Required (attach quotes)
≥\$75,000	<input type="checkbox"/> Formal Bid/RFP Process Required	<input type="checkbox"/> Formal Bid/RFP Process Required
Services		
<\$50,000	<i>The State of Washington is silent on thresholds for purchased services. However, vendors supplying such services should be evaluated for price, reliability and responsibility.</i>	No Action Required
\$50,000 - \$250,000		<input type="checkbox"/> 3 Quotes Required (attach quotes)
≥\$250,000		<input type="checkbox"/> Formal Bid/RFP Process Required
Textbooks		
<\$50,000	<i>Exemption RCW 28A.335.190 School district purchase of books (textbooks, curriculum and instructional resources).</i>	No action Required
\$50,000-\$74,999		<input type="checkbox"/> 3 Quotes Required
≥\$75,000		<input type="checkbox"/> Formal Bid/RFP Process Required
Exemption Requested	State	Federal
<i>Explanation & documentation must be attached if requesting an exemption of bidding requirements.</i>	<input type="checkbox"/> Single Source <input type="checkbox"/> Special Facilities or Market Conditions <input type="checkbox"/> In event of an emergency <input type="checkbox"/> Insurance or Bonds	<input type="checkbox"/> Single Source <input type="checkbox"/> Emergency <input type="checkbox"/> Awarding agency authorizes <input type="checkbox"/> Competition is determined inadequate

Suspension & Debarment: Before entering into federal funded vendor contracts for goods and services ≥\$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

Crimes Against Children: The Board will include in any contract for services a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with children and has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322.

Interlocal Cooperation Act: The Board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

Conflict of Interest: No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if she or she has a real or apparent conflict of interest.

^① Uniform Grant Guidance updated 11/12/20 with new allowable micro purchase thresholds only if LEA can self-certify they are a low risk auditee in most recent financial audit.

Program Director

Date

Superintendent

Date