

Multnomah Education Service District

Code: **DJ/DJC**
Adopted: 11/16/10
Amended:
Reviewed:

MESD Purchasing and Bidding Requirements

The function of MESD purchasing and procurement is to serve MESD programs by providing the necessary supplies, equipment, services and trade-related projects¹. The Board declares its intention to purchase competitively without prejudice and to seek maximum value for every dollar expended.

The MESD Board is the Local Contract Review Board for MESD. All purchases, leases or sales of personal property, public works or public improvements and services including agreements for personal services, shall be in accordance with applicable competitive procurement provisions of Oregon Revised Statutes and MESD Board policies and administrative regulations and Local Contract Review Board policies and administrative regulations.

The Board, acting as its own Local Contract Review Board, generally follows the *Oregon Attorney General's Public Contracts Manual*, OAR Chapter 137, Divisions 046 through 049 with a few modifications of the model rules.

Procurement estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process described in ORS 279B.

MESD shall review its rules each time the Attorney General adopts a modification of the model rules as required by ORS 279A.065 (5)(b), to determine whether any modifications need to be made to MESD policies, administrative regulations and procedures. New rules, as necessary, shall be adopted by the Board.

In the event it is unnecessary to adopt new rules, Board minutes shall reflect that the review process was completed as required.

The Superintendent or designee(s) are authorized to make purchases for and pay obligations of MESD. Purchasing authority is limited to actual delegated authority, job description specification(s), MESD and Local Contract Review Board policies and administrative regulations and the appropriations approved in the budget.

¹Trade-related projects = alteration, maintenance, repair, or similar labor and materials projects.

END OF POLICY

Legal Reference(s):

[ORS Chapter 279A](#)

[ORS Chapter 279B](#)

[ORS Chapter 279C](#)

[OAR 125-030-0000](#) to -0100

[OAR Chapter 124](#), Division 246, 247, 248, and 249

[OAR Chapter 137](#), Divisions 046, 047, 048 and 049

OR. DEP'T OF JUSTICE, OREGON ATTORNEY GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

MESD Policy Cross Reference(s):

DJG Vendor Relations

GBC Staff Member Ethics and Conflicts of Interest

BBFA Board Member Ethics and Conflict of Interest