

# Multnomah Education Service District

Code: **DJ/DJC AR(1)**  
Adopted: 11/16/10  
Revised/Reviewed: 4/07/14

## MESD Purchasing

1. Purchasing for MESD is the acquisition of goods and services used in activities which achieve the mission of MESD. All purchasing shall be in compliance with all federal and state statutes and regulations and MESD Board policies and internal procedures.
2. MESD purchasing procedures shall be outlined in the MESD Purchasing Manual. The manual shall be reviewed annually.
3. MESD purchasing procedures do not apply to the acquisition of personal services, intergovernmental agreements, the acquisition or disposal of real property, the issuance of obligations (e.g., bonds), the investment of funds, or for contracts for employee benefit plans.
4. There are general operating procedures which govern MESD purchasing:
  - a. “Goods” include supplies and equipment. “Services” include routine clerical, office support or payroll functions, equipment installation, hotel meeting space or trade services including painting and custodial duties.
  - b. Purchase of goods and services not exceeding \$10,000 may be done in any manner deemed practical or convenient. Purchases exceeding \$10,000 require three competitive price quotes or competitive proposals and purchases exceeding \$150,000 require competitive sealed bidding.
  - c. Purchase of goods and services requires a signed written contract or other legally binding document prior to delivery of the goods or services. This requirement will be met by using procurement cards, purchase orders and more specialized contracts developed and reviewed by Legal Services.
  - d. If a service provider will paint, glue, nail, screw, drill, use drywall or concrete, make a building repair or provide similar services, the department or program requesting the service must contact Facilities Services prior to purchase. If the activities are proposed for a non-MESD site, Legal Services must first review the lease and determine if the proposed activities are permitted or must be discussed with the landlord prior to project commencement.
  - e. Paint and furniture colors used in all MESD-owned facilities require consultation with Facilities Services prior to purchase.
  - f. Purchasing technology-related items that will work with the MESD network, including hardware, software, printers and similar items, requires consultation with Technology Services prior to purchase.
  - g. Legal Services will draft any necessary contract documents and templates and review all vendor proposed contracts.