

Bidding Guidelines

The Board of Education of Carroll County has established competitive bidding guidelines and thresholds are as follows:

Category I

\$5,000 to \$7,499 – Best possible price; written or verbal quotes may be required at the discretion of the Purchasing Department to insure the best possible price. Time frame for this process can be a few days.

Category II

\$7,500 to \$15,000 - Written quotes are required from vendors. The goal is to obtain, at minimum, three (3) written quotes to establish competition and insure the best pricing. The time frame for this process can be one (1) week.

Category III

\$15,000 but less than \$25,000 – Formal Request for Quotation (RFQ) is issued by the Purchasing Department. The RFQ is not required to be advertised but can be, subject to the discretion of the Supervisor of Purchasing. Note: Written competition establishes the goal of soliciting quotes from three (3) vendors. This process can take up to three (3) weeks.

Category IV

More than \$25,000 - competitive sealed bid/proposal process is required. These solicitations are advertised in at least one (1) newspaper of general circulation in the county, posted on the Carroll County Public Schools website, and eMaryland Marketplace, at least 14 days prior to the return due date of the bids, as required by the State Board of Education Article §5-112.

Board approval is required for all bids and RFP proposals in the amount of \$25,000 and greater (Board Policy DJE). This includes in addition to all Carroll County Public School bids and RFP's, all bids and/or contracts that are piggybacked from other public entities and/or cooperative purchasing organizations. Recommendation for bid award must be submitted to the Superintendent at least ten (10) days prior to the monthly Board Meeting which is the second Wednesday of each month. Scheduling bid awards in accordance with monthly Board Meetings can increase the overall time frame of the process.

Exempt from bidding requirements is the purchase of books, specialized materials, emergency repair and/or purchase (situations in which there is a threat to health, welfare, or safety), services for medically fragile students, and certain professional services, as determined by the Supervisor of Purchasing.

When suitable specifications are finalized, the bid or quotation document is prepared and issued by the Purchasing Department and sent to prospective bidders.