**Procurement Policies**

**Procurement– Goods and Services**

Renaissance Academy purchases are made consistent with the Utah Procurement Code (Title 63G Chapter 6a) Procurement decisions are evaluated using a best value contracting philosophy which determines value by considering quality, performance and price for purchases of less than $5,000. The school will also select the best value by obtaining three written quotes for items greater than $5,000 and less than $20,000. Finally, a formal bid process will be used for items greater than $20,000, in which three bids will be received and evaluated using a formal evaluation process.

A. Renaissance Academy adheres to the following guidance when making purchases:

1. Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.

2. Make all purchases in the best interests of the school and its funding sources.

3. Obtain quality supplies/services needed for delivery at the time and place required.

4. Buy from responsible and dependable sources of supply.

5. Obtain maximum value for all expenditures.

6. Deal fairly and impartially with all vendors.

7. Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the Charter School supplier relationships.

B. Renaissance Academy will execute a Requisition Form for all purchases. It shall be approved by the Executive Director for purchases up to $2,000, and by the Board Treasurer for purchases between $2000-5000. Purchases over $5000 require formal approval by the Board of Directors.

C. All lease agreements will 1) be detailed in writing by a lease or sublease agreement that will be inclusive of any and all terms and conditions of the agreement 2) will include all USBE directives regarding real property leases 3) will be approved by the Board of Directors and signed by the Board Chair.

**Emergency Purchases**

An “emergency purchase” is the purchase of goods or services that are so urgently needed that the school will suffer financial or operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at the school’s discretion and “best value” procurement guidelines must be followed. In addition, the purchase must be authorized by the Treasurer or Principal.

**Exceptions to Standard Procurement Process**

R33-8-101. Award of Contract Without Engaging in a Standard Procurement Process. (1) Under the provisions set forth in Section 63G-6a-802, the procurement official may award a contract without engaging in a standard procurement process under the following circumstances: (a) There is only one source for the procurement item; (b) Transitional costs are a significant consideration in selecting a procurement item and the results of a cost-benefit analysis document that transitional costs are unreasonable or cost-prohibitive and awarding a contract without engaging in a standard procurement process is in the best interest of the procurement unit; or (c) Other circumstances described by the applicable rulemaking authority that make awarding a contract through a standard procurement process impractical and not in the best interest of the procurement unit.

R33-8-101a. Sole Source Contract Awards. (1) The underlying purposes and policies of Title 63G, Chapter 61, Utah Procurement Code, are to ensure the fair and equitable treatment of each person who deals with the procurement system and to foster effective broad-based competition within the free enterprise system. The most effective way to achieve this is by conducting a standard procurement process whenever public funds are expended for a procurement item. Sole source contract awards do not involve a standard procurement process and should only be used when justified after reasonable research has been conducted by the procurement unit to determine if there are other available sources and an analysis has been conducted to determine if a sole source award is cost justified. (2) Circumstances for which a sole source contract award may be justified include procurements for: (a) a procurement item for which there is no comparable product or service, such as a one-of-a-kind item available from only one vendor; (b) a component or replacement part for which there is no commercially available substitute, and which can be obtained only directly from the manufacturer; or (c) an exclusive maintenance, service, or warranty agreement. (3) Prior to awarding a sole source contract, the procurement official shall, whenever practicable, conduct a price analysis in accordance with Section R33-12-603. (4) An urgent or unexpected circumstance or requirement for a procurement item does not justify the award of a contract without engaging in a standard procurement process.