

The following administrative procedures apply when obtaining formal bids and/or quotations:

1. The initiator of the purchase or their designee will assume a major role in developing written specifications under the direction and the supervision of the Director of Business Services or their designee.
2. The Director of Business Services may request assistance in formulation of a vendor list from the initiator of a purchase or their designee, but the final selection of the vendors to be solicited and the solicitation will emanate from the Business Office.
3. All bids and/or quotations shall be mailed or delivered to the initiator.
4. Proposals will be reviewed by the initiator and the Director of Business Services in light of the specifications and the best interests of the school district. The Director of Business Services may utilize a consultant in analyzing proposals.
5. A recommendation will be forwarded to the Superintendent by the Director of Business Services who, in turn, will submit a recommendation to the Board as required.

Legal Ref.: Sections 66.0901 Wisconsin Statutes

Cross Ref.: 672, Purchasing
672.3, Cooperative Purchasing
780, Insurance Management
851-Rule, Sales Advertising Exception
933, Construction Contracts, Bidding and Awards

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