

PURCHASING AND ACQUISITION

CH  
(LOCAL)

**Purchasing  
Authority**

The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$25,000 or more shall require Board approval before a transaction may take place unless the purchase is being made:

1. Through a Board-approved bid;
2. As a result of an interlocal agreement, in accordance with Government Code 791.001 and 791.011; or
3. Through the State of Texas Procurement Program, in accordance with law. [See CH(LEGAL)]

Purchasing Method

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.

**Contract Authority**

The Superintendent shall have the authority to do the following:

1. Sign any contract on behalf of the District that is the result of procuring goods or services through a Board-approved bid, an interlocal agreement, or the State of Texas Procurement Program.
2. Sign any contract on behalf of the District when the value of the goods or services procured does not exceed \$25,000 in any one budget year.
3. Sign any contract that is the result of an amendment to an existing contract, when that amendment does not increase the original cost of the goods or services procured by more than \$25,000.

The Superintendent may name a designee or multiple designees to sign the contracts described above. The appointments shall be recorded in writing and placed in the care of the chief financial officer. Upon such written authority, the designee shall have the same authority as the Superintendent as it pertains to signed contracts on behalf of the District.

*Competitive  
Bidding*

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

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The District may reject any and all bids in accordance with state or federal law, as applicable.

*Competitive  
Sealed Proposals*

If competitive sealed proposals are chosen as the purchasing method, the Superintendent or designee shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals in accordance with state or federal law, as applicable.

Electronic Bids or  
Proposals

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

**Sole Source**

Sole-source purchases made in accordance with law shall be approved by the director of purchasing prior to the transaction. Vendors who claim to provide a sole-source product or service shall be required to provide a signed, notarized sole-source affidavit. Board approval shall be required for any sole-source purchase of \$25,000 or more prior to the transaction.

**Responsibility for  
Debts**

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

**Purchase  
Commitments**

All purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District's purchasing procedures.

**Personal Purchases**

District employees shall not be permitted to make purchases for personal use through the District's business office.