

Missoula County Public Schools
Financial Management 7322

Procurement of Supplies, Materials, Equipment and Services Using Federal Funds
Procurement of all supplies, materials, equipment, and services paid for from federal funds or District matching funds shall be made in accordance with all applicable federal, state, and local statutes and/or regulations, the terms and conditions of the federal grant, Board policy, and administrative procedures. Procurement of any supplies, materials, equipment or services not using federal funds shall be subject to Board Policy 7010 and state law.

The District shall maintain a procurement and contract administration system in accordance with the requirements for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

The District shall take affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts.

The District will avoid acquisition of unnecessary or duplicative items and shall give consideration to mechanisms to obtain a more economical purchase (i.e., consolidating or breaking out procurements where permitted under state law). Where appropriate, the District shall conduct an analysis of lease versus purchase alternatives and any other appropriate options to determine the most economical approach.

To foster greater economy and efficiency, the District may engage in cooperative purchasing where appropriate for procurement or use of common or shared goods and services.

The Superintendent or his/her designee, shall establish procedures regarding the procurement of Supplies, Materials, Equipment and Services Using Federal Funds.

Legal References:

§ 18-1-101 et seq., MCA Public Contracts

§ 20-9-204, MCA Conflicts of interest, letting contracts and calling for bids

2 C.F.R. Part 180

2 C.F.R. 200.317

2 C.F.R. 200.318

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2 C.F.R. 200.322

2 C.F.R. 200.323

2 C.F.R. 200.324

2 C.F.R. 200.325

2 C.F.R. 200.326

48 C.F.R. Chapter 1

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Cross References:

Policy 5460 Conflicts of Interest

Policy 7321 Purchasing

Policy History:

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