

## **700 PROCUREMENT POLICIES**

### **701 Procurement – Goods and Services**

Nāwahī procures only those items and services that are required to perform the mission and/or fill a bona fide need. Procurements are made using best value contracting which includes assessing the best value considering quality, performance and price. Nāwahī will use a competitive procurement process, which requires sound business practices for purchases more than \$1,000.

- A. The School adheres to the following objectives:
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 Nāwahī supplier relationships.
- B. All lease agreements will be evidenced by a lease or sublease agreement. The agreement will identify all the terms and conditions of the lease. Any real estate agreement to rent or sell will require a beneficial interest disclosure.

### **702 Emergency Purchases**

An “emergency purchase” is the purchase of goods or services that are so badly 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 Administrator or Local School Board president.

**703 Procurement – Construction**

The School is required to comply with certain laws while constructing a new facility or performing construction on its current facility. These laws include numerous federal and state laws public bidding and prevailing wage laws. When undertaking construction or renovation projects, the school should seek advice regarding the applicability of these laws and also the advice of legal counsel regarding the specific construction project.

**704 Procurement – Educational Services**

The Local School Board must approve the terms of the contracts with individuals or organizations that provide “substantially all educational services”.