



Bidding - One Page Reference Document

Do I Need Competitive Bids For My Purchase?

\$10,000 or less - Does not require multiple quotes, although it should remain a best practice.

\$10,000 - \$25,000 - Requires at least 2 quotes.

Option - Obtain approval for:

[Non-Competitive Procurement Request Form](#)

\$25,000 - \$50,000 - Requires at least 3 quotes.

Option - Obtain approval for:

[Non-Competitive Procurement Request Form](#)

\$50,000 - or More - Requires formal competitive bidding through OpenGov, **RUN BY INTERNAL SERVICES**, with at

Option - Obtain approval for:

[Non-Competitive Procurement Request Form](#)

Option - Some purchases are exempt. See:

[School Policy 6320](#)

Alternatives to Bidding.

Piggybacking - Using a previously competitively solicited contract already negotiated by other Public US Agencies

Pricing must be equal to or less than the original contract negotiated by the original US Agency.

Vendor must sign a:

[MCSD Linking Letter Form](#)

Contact Internal Services before making any purchases.

[MCSD Internal Services.](#)

Sole Source - Only one vendor that can provide the service or product sought after (Copyrighted or Patented)

Over \$50,000, a 3 week public notice is required before making any purchases.

Contact Internal Services before making any purchases.

[MCSD Internal Services.](#)

Bidding Process Does Not Provide Enough Bids

\$50,000 or less - Document the attempt to solicit multiple bids.

\$50,000 or more - Must continue to find more vendors.

You must contact Internal Services before making any purchases. [MCSD Internal Services.](#)

Emergency Purchases

Superintendent provides in writing that a purchase is needed to address an immediate danger to public health, safety, welfare, or substantial loss of MCSD.

NOTE: Try to at least get 2 quotes, unless doing so would increase the immediate danger.

You must contact Internal Services before making any purchases. [MCSD Internal Services.](#)

Exceptions Not Requiring Bidding (Only For \$10,000-\$50,000)

NOTE: You must contact Internal Services and fill out the following form [Non-Competitive Procurement Request Form](#)

Information Tech - Hardware, software, data storage devices specifically providing storage or sharing capabilities.

Professional Services - Artistic design, academic reviews, paid lectures, audits, legal, health services.

Educational/Copyrighted Materials - tests, books, computer software, library, videos.

Insurance - 3rd party administrators, plan management.

IMPORTANT LINKS (All located on the main school website under departments)

[Procurement Manual](#)

[Purchase order T&C's](#)

[MCSD Internal Services](#)

[Non-Competitive Procurement Request Form](#)

[MCSD Linking Letter Form](#)

