



David Douglas School District

Learn - Grow - Thrive

Ken Richardson, *Superintendent* | 11300 NE Halsey Street, Portland, Oregon 97220 | Phone 503-252-2900 | Fax 503-256-5218

September 6, 2019

To: David Douglas School Board

From: Patt Komar, Director of Administrative Services 

Subject: Approval of Purchase of Chromeboxes from MicroK12

The Business Office issued a purchase order (based on a Statewide Cooperative Agreement) in an amount exceeding \$150,000 prior to receiving school board approval. The Business Office mistakenly believed that school board approval had already been obtained. Once the error was realized, the Business Office examined its internal procedures and met with the Technology Department to discuss prevention of future occurrences. (A copy of the developed procedure is attached to this memo.)

The District requests that the school board approve the following purchase:

Vendor	Description	Contract ID	Selection Method	Amount
Micro Computer Systems dba MicroK12	516 Chromeboxes, with licenses	1920103	Cooperative Agreement (OETC-16R)	\$158,398.84

Board Chair Approval

Board Chair

PK:rc

Technology Department Requisition Process

- ① For purchases under \$10,000: The Technology Department can place orders and submit requisitions. Purchases may not be split or fragmented to avoid going above \$10,000.
- ② For purchases over \$10,000 and under \$150,000: **COMPETITIVE PROCUREMENT IS REQUIRED.** This can take the form of one of the following:
 - A) 3 Quotes - Price Based Selections
 - Technology Department gives Business Office specifications.
 - Business Office solicits three quotes from vendors and documents results.
 - Business Office creates purchase order with quote information and gives Technology Department receiving copy of purchase order.
 - B) RFP Process – Qualifications Based
 - Business Office develops RFP document and places a legal advertisement.
 - Technology scores the proposals and goes through selection process.
 - Business Office creates purchase order w/ RFP number and gives Technology Department receiving copy of purchase order.
 - C) Price Agreements / Cooperative Purchasing
 - Business Office must have current copies of agreements and selection documents.
 - Business Office creates purchase order (and any contracts, if needed) and references cooperative agreement number on the purchase order. The Business Office will give the Technology Department a receiving copy of purchase order.
- ③ **FOR ALL PURCHASES OVER \$150,000:** Formal Procurement – ITB or RFP or Cooperative Price Agreements
 - **School board approval is required** prior to a purchase order being created or placing an order with a vendor or the signing of an agreement with a vendor.
 - Business Offices must have copies of agreements.
 - Business Office will reference school board approval date / competitive procurement numbering on purchase order.