



VOYAGER: A PUBLIC CHARTER SCHOOL

“The Journey of Learning Never Ends”

POLICY NO.	DESCRIPTION	EFFECTIVE DATE
006	PROCUREMENT	3/12/15

PURPOSE:

To establish internal policies and procedures for the procurement of goods, services, and construction, consistent with the goals of public accountability and public procurement practices for Voyager: A Public Charter School (hereinafter referred to as “the School” or “Voyager”).

POLICY:

A. General

Voyager will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Any procurement of goods and services shall be authorized by the Principal, and shall be in the best interest of Voyager, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to price, quality, availability, timelines, reputation and prior dealings.

B. Related Parties

Voyager shall not purchase any goods or services from any immediate family member of any employee of the School nor from any entity in which any employee may benefit from such a procurement, unless authorized by the Principal after a full disclosure of the potential benefits (see Policy 2, Conflict of Interest/Disclosure/Nepotism) and after the consideration set forth in paragraph A above.

C. Federal Funds

The policy cited above applies to purchases made using non-federal funds. As a condition of the receipt of certain Federal funds, Federal procurement requirements will also apply.

D. Small Purchases

A small purchase is an expenditure of less than \$10,000. Small purchases shall not be parceled by dividing the purchase of same, like or related items of goods, services, or construction, during any 12 consecutive month period, so as to evade the competitive source selection requirements.

E. Competitive Proposals

Unless otherwise provided by policy, contracts of \$10,000 or more for goods, services, or construction shall be made pursuant to the competitive proposal process. Competitive proposals include the solicitation of proposals containing the scope of work, purchase description, specifications, and the contractual terms and conditions applicable to the procurement. A minimum of three proposals are to be obtained with the purchase being made from the provider with the proposal that is deemed the best value for the school.

F. Sole Source Procurement

Sole source procurement may be authorized by the Principal when there is only one source available for the goods, services, or construction for \$10,000 or more. To justify a sole source purchase, it must be established that:

1. The good, service, or construction has a unique feature, characteristic or capability;
2. The unique feature, characteristic or capability is essential in order for the agency to accomplish its work; and
3. The particular good, service or construction is available from only one source.

G. Professional Services

Professional services of \$10,000 or more are generally procured through a process that requires the development of a list of professional service providers who have been qualified through the School to perform an anticipated professional service for Voyager. When the need for the professional service arises, the Principal shall establish a



review process resulting in a ranked order of those providers determined to be most qualified. Voyager shall negotiate a contract beginning with the first ranked provider, and then shall move on to the next highest ranked provider and so on until a contract with a provider is negotiated. After award, debriefing of non-selected provider(s) to be held upon written request by non-selected provider(s).

H. Reimbursement

Reimbursements of expenditures made by the School staff for the benefit of the School are permitted under the following circumstances:

1. Authorization obtained from the Principal.
2. Written substantiation of the expenditure is provided which includes the purpose, time and place and original invoice or receipt for the purchase.
3. Reimbursement of meals must also include a list of attendees and the business purpose of the meeting.
4. Reimbursement requests must be made within 30 days of the date of the expenditure.