

Lewis Center for Educational Research

**BP 3311: BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
BIDS**

Adopted: May 10, 2021

Revised:

The Lewis Center for Educational Research (LCER) shall procure goods and services in a manner consistent with the guidelines set forth in this approved Policy the Administrative Regulation (AR). This includes, consistent with the procedures set forth herein, documentation of a good faith effort to secure the lowest possible expected cost for comparable goods or services and using sealed bids for construction and building renovation projects. The operating practices have been designed to give fair and equitable treatment to all persons who deal with the organization's procurement system, to provide maximum economy in procurement activities, and to foster competition within the free enterprise system.

The policies and procedures presented herein and detailed in the AR are consistent with current applicable state and federal law. As necessary, the LCER will revise the AR document as the relevant laws may change from time to time, or to ensure compliance of this policy with the organization's needs.

Procurement for the purposes of this policy is defined as buying, purchasing, renting, leasing, or otherwise acquiring goods, services, or construction for the LCER. It also includes all functions that pertain to the obtaining of any good, service, or construction for the LCER, including complying with bidding procedures as described herein, as well as administering agreements for goods, services, or construction once established.

Procurement does not include expenditures that typically would not be reviewed by any system of hierarchy for approval, such as using an organizational credit card to purchase lunch for a group of employees attending a professional development seminar.

The LCER may hire such professional services as are needed for the operation of the organization or its schools on a sole source basis without complying with the bidding procedures described in Sections VI and VII herein. Such professional services include, but are not limited to, the following professionals: accountants, administrative professionals, architects, attorneys, construction managers, engineers, and financial advisors.

In selecting professionals for engagement, the LCER may consider all relevant factors, including but not limited to experience, education, expertise, reputation, and cost. The selection of professionals providing these services shall be within the sole discretion of the Board. A request for qualifications process can be used if desired.