



Michigan Online School

Competitive Bidding Policy

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment. Purchases requiring competitive bids shall be made in accordance with current statutes, the creation of bid specifications, and adherence to Michigan Online School's bidding procedures.

Michigan Online School shall not purchase supplies, materials, or equipment in a single transaction costing \$10,000 or more without obtaining written quotations from a minimum of three vendors. Michigan Online School shall not purchase supplies, materials, or equipment in a single transaction exceeding the amount published annually by the Michigan Department of Education unless competitive bids are obtained and approved by the Board.

The Superintendent is authorized to consider, and recommend for Board approval, membership in cooperative purchasing organizations that would benefit Michigan Online School. Cooperative purchasing also pertains to what is commonly referred to as "third party bids." Third party bidding shall constitute a competitive bid for purposes of this Policy.

All bid specifications shall be clear and concise and shall include the following: required performance, surety, bid, statutory bond information, sworn statement of familial relationship, Iranian Business Relationship Affidavit, compliance with preferential bid laws; financial statements, Michigan Online School's right to reject any or all bids, compliance with all federal, state and local laws, ordinances and regulations, and the date, time, and place for the opening of bids.

Competitive bids shall be sealed and shall be opened by the Superintendent in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of Michigan Online School;
- D. delivery terms;
- E. past performance of vendor.

The Board, upon recommendation of the Superintendent or designee, reserves the following rights:

- to accept or reject all bid proposals in whole or in part;
- to waive minor irregularities;
- to award a contract to other than the lowest bidder; and
- to award contracts to one or more vendors.

Michigan Online School shall retain all bids and supporting documentation in accordance with State of Michigan guidelines for record retention.

Sections 623a, 1267, and 1274 of the Revised School Code (MCLs 380.623a, 380.1267, 380.1274) establish a base above, which competitive bids must be obtained and provide for an increase in the base that corresponds with increases in the Consumer Price Index (CPI). The fiscal year 2019-20 base for Section 1267, pertaining to construction, renovation, repair, or remodeling, and the new base for Sections 623a and 1274, pertaining to procurement of supplies, materials, and equipment, are both \$24,924.

	MCL Section	Requirement	Base Amount	2005-06 Base	2017-18 Thresholds	2018-19 Thresholds	2019-20 Thresholds
ISD Travel expenditures	620	Posting	\$ 3,000	\$ 3,093	\$ 3,906	\$ 4,000	\$ 4,078
ISD Procurement of supplies, materials, and equipment	623a	Comp. Bid	\$ 17,932	\$ 18,489	\$ 23,881	\$ 24,459	\$ 24,924
ISD Award value limit	634, 1814	Award Cap	\$ 100	\$ 105	\$ 133	\$ 136	\$ 140
ISD Gift value limit (monthly)	634	Gift Cap	\$ 44	\$ 46	\$ 57	\$ 59	\$ 61
School building or PSA construction, addition, renovation, or repair	1267	Comp. Bid	\$ 17,932	\$ 18,915	\$ 23,881	\$ 24,459	\$ 24,924
School District or PSA Procurement of supplies, materials, and equipment	1274	Comp. Bid	\$ 17,932	\$ 18,489	\$ 23,881	\$ 24,459	\$ 24,924

Michigan Online School will post advertisements, bids, solicitations, including attachments, directly to the “administrative site” of www.Buy4Michigan.com (formerly www.bid4michigan.com).

Contracts may be awarded by the Superintendent, without Board approval, for any single item or group of identical items costing less than the amount allowed by state statute. All other contracts require Board approval prior to purchase.

The Board shall be informed of the terms and conditions of all competitive bids and shall award contracts as a consequence of such bids.

Bid Protest

A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by the Request For Proposals (RFP) or the individual bid specifications package for resolution.

Bid protests must be filed in writing with the Superintendent within seventy- two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.