

**NEW BOARD POLICY  
(OLD BOARD POLICY 3300 AND  
OLD BOARD POLICY 3301 COMBINED)**

**NON-BID PROCUREMENT OF GOODS AND SERVICES**

**POLICY**

The following sets forth the policy of the Board of Education of the Valley Stream Union Free School District #24 (“the Board”) to meet the requirements of *General Municipal Law Section 104-b*.

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner that ensures the prudent and economical use of public monies. The objectives of the Board are consistent with the General Municipal Law: to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Board adopts internal policies and procedures governing all procurement of goods and services that are not required to be made pursuant to competitive bidding requirements of *General Municipal Law Section 103* or any other general, special or local law or regulation. The foregoing notwithstanding, the Board will adhere to the requirements of the General Municipal Law regarding purchasing of goods and services.

Director of Finance and Operations has been appointed as Purchasing Agent.

These procedures will contain, at a minimum, provisions that:

- a) Prescribe a process for determining whether a procurement of goods and services is subject to competitive bidding and, if it is not, documenting the basis for that determination;
- b) With certain exceptions (*e.g.*, purchases pursuant to General Municipal Law Article 5-A, including purchases made pursuant to a contract of another political

**NEW BOARD POLICY  
(OLD BOARD POLICY 3300 AND  
OLD BOARD POLICY 3301 COMBINED)**

subdivision, Correction Law Section 186, State Finance Law, Section 162 or those circumstances or types of procurement set forth in (f) of this Policy), require that alternative proposals or quotations for goods and services will be secured by use of written request for proposals, written quotation, verbal quotations or any other method of procurement that furthers the purposes of General Municipal Law Section 104-b;

- c) Set forth when each method of procurement will be utilized;
- d) Requires adequate documentation of actions taken with each method of procurement;
- e) Require justification and documentation of any contract awarded to other than the lowest responsible dollar offer, stating the reasons; and
- f) Set forth any circumstances when, or the types of procurement for which, the solicitations of alternative proposals or quotations will not be in the best interest of the District.

Any unintentional failure to fully comply with these provisions will not be grounds to void action taken or give rise to a cause of action against the District or any District employee.

The Board of Education will solicit comments concerning the District's policies and procedures from employees involved in the procurement process. All policies and procedures regarding the procurement of goods and services will be annually reviewed by the Board.

Board of Education

ADOPTED: January 29, 2014 (replacing and updating Policy ## 3300 and 3301)  
REVISED: April 20, 2017  
REVISED: September 21, 2016