



SCHOOL BOARD ACTION REPORT

DATE: April 7, 2021
FROM: Board President Chandra Hampson

For Introduction: April 7, 2021
For Action: April 7, 2021

1. TITLE

Amendment 1 to the Board Action Report “Amending Board Policy No. 6220, Procurement”

2. PURPOSE

Amendment 1 is intended to clarify Board approval requirements and thresholds for contract amendments and adds language regarding contracting with small and minority businesses, women’s business enterprises, and labor surplus firms.

3. RECOMMENDED MOTION

I move that the School Board approve Amendment 1 to the Board Action Report titled “Amending Board Policy No. 6220, Procurement” and substitute Board Policy No. 6220 as attached to the amendment. To the extent the attached substitute policy conflicts with the information presented in the underlying Board Action Report titled “Amending Board Policy No. 6220, Procurement,” the substitute policy shall control. Immediate action is in the best interest of the district.

4. BACKGROUND INFORMATION

- a. **Background** See underlying Board Action Report
- b. **Alternatives** As an alternative, the Board could not pass this amendment and update Board Policy No. 6220 as drafted in the underlying Board Action Report.
- c. **Research** Language from the Washington State School Directors’ Association (WSSDA) Model Policy 6220, Bid or Request for Proposal Requirements, related to small and minority businesses, women’s business enterprises, and labor surplus firms is incorporated in this amendment.

5. FISCAL IMPACT/REVENUE SOURCE

There are indeterminate costs associated with this amendment, though none that are estimated to result in a significant increase from the underlying BAR.

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District’s Community Engagement tool, this action was determined to merit the following tier of community engagement:

- Not applicable
- Tier 1: Inform
- Tier 2: Consult/Involve
- Tier 3: Collaborate

This is an amendment to clarify language in the underlying Board Action Report.

7. EQUITY ANALYSIS

A formal racial equity analysis was not conducted for this amendment.

8. STUDENT BENEFIT

Student benefit is as described in the underlying Board Action Report.

9. WHY BOARD ACTION IS NECESSARY

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. _____, [TITLE], provides the Board shall approve this item
- Other: _____

10. POLICY IMPLICATION

This action would revise the motion amending Board Policy No. 6220.

11. BOARD COMMITTEE RECOMMENDATION


This amendment was not reviewed in committee.

12. TIMELINE FOR IMPLEMENTATION

If approved, this amendment will immediately take effect with regard to the underlying motion.

13. ATTACHMENTS

- Board Policy No. 6220, Procurement – clean (for approval)
- Board Policy No. 6220, Procurement – tracked changes comparison to the version attached to the Board Action Report titled “Amending Board Policy No. 6220, Procurement” (for reference)

	<p>PROCUREMENT</p>	<p>Policy No. 6220</p> <p>DATE</p> <p>Page 1 of 1</p>
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It is the policy of the Seattle School Board to obtain materials, equipment, goods, supplies, personal/professional services, construction, and software and related acquisitions consistent with all applicable laws. District staff will use sound business and financial practices that support the delivery of desired services and goods on time and within budget, while maximizing value and minimizing risk and cost to the district. The district will promote fair competition to the extent practicable, including appropriate documentation in all situations where advertised sealed bids or requests for proposals are not used.

The following contracts, changes and amendments must be approved by the Board: (1) all contracts for the procurement of goods and services including, but not limited to, materials, equipment, supplies, personal/professional services, subscriptions, licensing, and software that are unrelated to capital construction and valued at more than \$1,000,000 initial value, excluding sales tax and contingencies; (2) any changes or amendments to such contracts which result in an aggregate contract value of more than \$1,000,000, excluding sales tax and contingencies; and (3) any changes or amendments to such contracts of more than \$500,000, excluding sales tax and contingencies.

For contracts directly-related to a construction project, if the overall construction project received approval from the Board, all contracts for the procurement of goods and services related to capital construction and valued at more than \$5,000,000 initial value, excluding sales tax and contingencies, and changes or amendments of more than \$500,000, excluding sales tax and contingencies, must also be approved by the Board. Otherwise, contracts over \$1,000,000 initial value not directly-related to a previously approved construction project will follow the lower threshold for approval.

For all contracts, multiple changes and amendments which are for the same or similar services at the same time and same location, will be considered a single action with a combined monetary value for approval purposes.

This policy shall apply to all contracts, agreements, and Memoranda of Understanding (MOUs) where the district receives money, pays money, or commits time and resources, whether these are paid from operating funds, capital funds, grants, ASB funds, or other sources. This policy shall not apply to individual employment contracts or collective bargaining agreements: all new employment contracts or collective bargaining agreements or renewals of such

contracts or agreements require Board approval.

The District will take steps to assure that, when possible, it will use minority businesses, women's business enterprises, small businesses, and labor surplus firms.

Staff members who obligate the district without proper authorization may be held personally responsible for payment of such obligations.

The Board delegates to the Superintendent all other authority and responsibility for procurement within the budgets approved by the Board. The Superintendent may delegate such authority to procurement staff or other designees as the Superintendent deems appropriate. The Superintendent is authorized to develop procedures to implement this policy.

Adopted: February 2012

Revised: April 2017 (per Policy 1310); September 2017 (per Policy 1310),


DATE 2021

Cross Reference:

Related Superintendent Procedure: 6220SP.A; 6220SP.B; 6220SP.B Attachment 1; 6220SP.C; 6220SP.D; 6220SP.E; 6220SP.F; 6220SP.G; 6220SP.H

Previous Policies: G45.00

Legal References: RCW 28A.335.190 Advertising for bids — Competitive bid procedures — Purchases from inmate work programs — Telephone or written quotation solicitation, limitations — Emergencies; 39.04 Public Works; 39.04.280 Competitive Bidding Requirements — Exemptions; 2 CFR 200.67 — Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards Micro-purchase; 2 CFR 200.88 — Simplified Acquisition Threshold; 48 CFR Subpart 2.1 — Federal Acquisition Regulation System Definitions
Management Resources: *Policy News*, October 2005; June 2001

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>PROCUREMENT</p>	<p>Policy No. 6220</p> <p>DATE</p> <p>Page 1 of 1</p>
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For all contracts, multiple changes and amendments which are for the same or similar services at the same time and same location, will be considered a single action with a combined monetary value for approval purposes.

~~If more than one modification causes the combined total contract modification amount to exceed \$500,000, the School Board must be notified through the appropriate Board Committee as an informational item.~~

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