
6220 Procurement

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 \$500,000 initial value, excluding sales tax and contingencies;
2. Any changes or amendments to contracts which result in an aggregate contract value of more than \$500,000, during the life of the contract, excluding sales tax and contingencies;
3. Any Capital-funded contracts valued at more than \$1,000,000 initial value, excluding sales tax and contingencies, that are not directly related to a construction project previously approved by the Board; and
4. Any Capital-funded contracts valued at more than \$5,000,000 initial value, excluding sales tax and contingencies, that are directly related to a construction project previously approved by the Board; and
5. Any changes or amendments of more than \$500,000, excluding sales tax and contingencies, to a capital-funded contract.

For all purchases, contracts, multiple changes, and/or 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 or Agreement where the District pays money, or commits time and resources, whether these are paid from operating funds, capital funds, grants, ASB funds, or other sources.

This policy does not apply to legal claims and settlements valued at less than \$1,000,000; individual employment contracts; or collective bargaining agreements.

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.

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.

Superintendent Procedure:

- 6220SP.A – Definition of Terms, Types of Contracts
- 6220SP.B – Responsibilities for Review, Approval, and Execution of Contracts and Other Agreements
- 6220SP.C – Architectural and Engineering Consultants Selection
- 6220SP.D – Contracting for Services
- 6220SP.E – Competitive Bids for Construction Projects, Materials, Equipment and Supplies
- 6220SP.F – Miscellaneous Contracts
- 6220SP.G – Purchasing
- 6220SP.H – Board Action Report Requirements for Contract Actions

Policy Cross References:

- 1610 – Conflicts of Interest
- 0060 – Financial Planning and Budgeting
- 5251 – Ethics
- 6114 – Gifts, Grants, Donations and Fundraising Proceeds
- 6221 – Emergency Contracts
- 6222 – Small Works, Vendor, and Consultant Rosters

Previous Policies:

- G45.00 – Procurement

Legal References:

- RCW 28A.335.190 Advertising for bids—Competitive bid procedures—Purchases from inmate work programs—Emergencies—Exceptions—Definitions.
- Chapter 39.04 RCW Public Works.

- RCW 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:

- *WSSDA Policy & Legal News*, October 2005, June 2001

Last Board Review:

- March 11, 2026

Revisions:

- March 11, 2026
- April 7, 2021
- September 25, 2017 (Administrative Update per Policy No. 1310)
- April 26, 2017 (Administrative Update per Policy No. 1310)

Adopted by the Board:

- February 2012