

Tips and Relevant Resources

The acquisition of goods or services by a school board is typically governed by state and local law. You will want to google key terms such as “school district” or “school board” and “procurement law” or “purchasing law” as a starting point to figure out what those relevant laws may be. Look for both city/town laws and ordinances as well as state-level laws.

Local jurisdictions and states typically have procurement laws that are generally applicable to the purchasing of goods and services by a public entity over a certain threshold amount (typically something in the \$50,000 range or something in that order of magnitude, though there may be exceptions that set thresholds significantly below or above this) – determine whether the contract in question in your district meets the threshold requiring procedures under the procurement law to be followed.

An example of this kind of procurement law for school districts can be found [here](#) starting on pg.14. This Title II document can also offer guidance on identifying the relevant rules and regulations governing the contract – remember to be on the lookout for *contract dollar amount thresholds* which typically trigger competitive bidding of some kind.

School districts may also be subject to their own unique procurement rules that go beyond the state’s general procurement law. You may find those requirements in the state or locality’s education code or other law that specifically governs education and schools in your state.

School boards are also often empowered, under state and local law, to adopt their own specific procedures for purchasing goods and services – you can either google or request from your school board a copy of their rules and regulations pertaining to procurement.

All of these laws and regulations (state procurement law, city/town procurement law, school board rules and regulations) will likely lay out specific procedures that need to be followed to acquire goods and services for the school district. **For example:**

- Contract amounts over a certain value must be put out to a competitive bid process, RFP process, or reverse auction.
- Which individuals or committees are empowered to solicit bids and award contracts.
- What factors should be taken into consideration when evaluating bids such as cost, vendor experience, quality, fit of the services to the need, etc.
- Other procedures related to fairness in the bidding process such as making the information for how to bid for the contract public and accessible to potential bidders.
- They may also outline specific conditions that would constitute conflicts of interest for the purposes of procuring services and goods (i.e. certain relationships between bidders and the individuals that will be reviewing bids and making selections).