



712-1: Special Education Procurement

I. Purpose

Prior to and upon the acceptance and expenditure of funds awarded to North Shore Community School by the State and Federal Government, North Shore Community School will ensure that the funds will be used for the purposes of providing special education and related services for children with disabilities from birth to 21. The funds will be used in a manner consistent with state and federal statutes, rules and regulations. State and Federal funds received by the agency from the Individuals with Disabilities Education Act, P.L. 108-466 will abide by the mandates as described in the Special Education Funds Statement of Assurances certification. This document will be reviewed and signed annually by the district's Director of Special Education and the Superintendent/Board Clerk. This document is submitted annually to the Minnesota Department of Education (MDE). The form may be obtained through the Minnesota Department of Education. North Shore Community School will maintain supporting information required for the local Total Special Education System (TSES) on file in the Special Education Office and on the district's Google Drive.

Misuse of State and Federal funds will result in a prompt investigation led by the school board and law enforcement. Upon finding evidence of fraud or intentional misuse of state or federal funds, the guilty party may be dismissed for just cause from employment in addition to any criminal or civil prosecution or litigation.

II. General Statement of Policy

North Shore Community School will follow the guidelines set forth in this policy when procuring goods and services.

III. Requests for Proposals

A. The following transactions require that North Shore Community School obtain two or more quotes (if possible) from interested vendors:

1. All contracts and purchases greater than \$10,000 and up to \$100,000
2. Affirmative steps will be documented to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible.

B. All requests for proposals must:

1. Be kept on file for one year.

C. The small purchase threshold will be adjusted with inflation as determined by the federal government.

IV. Sealed Bids

A. The following transactions require that North Shore Community School obtain sealed bids from interested vendors:

1. All contracts greater than \$100,000

B. All requests for sealed bids must:

1. Be publicly advertised for two weeks
2. State the time and place of receiving bids and contain a brief description of the subject matter.
3. Bids will be publicly opened at the time and place prescribed in the invitation for bid.
4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.
5. Any or all bids may be rejected if there is a sound documented reason.

V. Selection Criteria

North Shore Community School reserves the right to select the lowest bonafide bid.

VI. Required Certification

Executive Director has the authority to sign legally binding contracts up to \$25,000.00. The North Shore Community School Board of Directors must approve contracts beyond \$25,000.00.

VII. Exceptions

Any capital improvement of facilities expenditure greater than \$100,000 will include a bid guarantee equivalent to 5% of the bid price from each bidder, a performance bond on the part of the contractor for 100% of the contract price and a payment bond on the part of the contractor for 100% of the contract price.