

WEST HAWAII EXPLORATIONS ACADEMY (WHEAPCS)

PROCUREMENT POLICY

1. **General.** WHEAPCS will follow accounting policies and procedures that comply with general accepted accounting principles (GAAP). Any procurement of goods and services shall be made by School's Co-Directors, and shall be in the best interest of WHEAPCS, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputations and prior dealings.
2. **Related Parties.** WHEAPCS shall not purchase any goods or services from any immediate family member of any employee of WHEAPCS nor from any entity in which any employee may benefit from such a procurement, unless authorized by the School Director after a full disclosure of the potential benefits to the **Governing Board, (GB)**, and after the consideration set forth in paragraph 1 above.
3. **Federal Funds.** WHEAPCS understands that the policy cited above applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements apply.
4. **Small Purchases.** A small purchase is an expenditure of less than \$10,000. Small purchases shall not be parceled by dividing the purchase of same, like or related items of goods, services, or construction, during any 12 consecutive month period, so as to evade the competitive source selection requirements. Any purchase or aggregate of purchases over \$100 will require prior authorization by the School's Co-Directors in the form of a Request for Reimbursement Form, which can be requested from the Business Manager.
5. **Competitive Proposals.** Unless otherwise provided by policy or covered by the Western States Contracting Alliance (WSCA), contracts of \$10,000 or more for goods, services, or construction shall be made pursuant to the competitive proposal process. Competitive proposals include the solicitation of proposals containing the scope of work **(to be defined by the GB)**, purchase description, specifications, and the contractual terms and conditions applicable to the procurement. A minimum of three proposals are to be obtained and then forwarded to the **GB** Finance Committee for review. Award is made to the lowest responsive and responsible proposal after approval by the **GB**.

6. **Sole Source Procurement.** Sole source procurement may be authorized by the School's Co-Director and **GB**, when there is only one source available for the goods, services, or construction for \$10,000 or more. To justify a sole source purchase it must be established that: (1) The good, service, or construction has a unique feature, characteristic, or capability; (2) The unique feature, characteristic, or capability is essential in order for the agency to accomplish its work; and (3) The particular good, service, or construction is available from only one source.

7. **Professional Services.** Professional services of \$10,000 or more are generally procured through a process that requires the development of a list of professional service providers who have been qualified through **WHEAPCS** to perform an anticipated professional service for **WHEAPCS**. When the need for the professional services arises as determined by the **GB**, the School's Co-Directors shall establish a review process resulting in a ranked order of those providers determined to be the most qualified. After approval by the **GB**, the School's Co-Directors shall negotiate a contract beginning with the first ranked professional service provider. If a contract cannot be negotiated with the first ranked provider then **WHEAPCS** shall move on to the next highest ranked provider and so on until a contract with a provider is negotiated. After award, debriefing of non-selected provider(s) to be held, upon written request by non-selected provider(s)

8. **Reimbursements.** Reimbursements of expenditures made by **WHEAPCS** staff for the benefit of the **WHEAPCS** are permitted under the following circumstances:
 - a. approval of the School's Co-Director
 - b. written substantiation of the expenditure is provided which includes the purpose, time and place and original invoice or receipt for the purchase.
 - c. reimbursement of meals must also include a list of attendees and the business purpose of the meeting.
 - d. reimbursement requests must be made within 30 days of the date of the expenditure.
 - e. reimbursement requests over \$100 shall have prior approval by the School's Co-Directors in the form of a Request for Reimbursement Form.