

**Renaissance Academy  
Charter School**

## **Procurement – Federal Programs**

### **Policy Statement**

The Renaissance Academy Charter School is committed to securing goods and services using grant funds from reputable and responsible suppliers in an equitable and competitive manner and in accordance with applicable federal and state laws, regulations and guidance.

### **Reasons for Policy**

**2 CFR 200.317** requires that grantees and sub-grantees will use their own procurement procedures which reflect applicable state (PA School Code Section 807.1) and local laws and regulations, provided that procurements conform to applicable federal law and other standards. In using federal funds for procurements, the School is bound to adhere to all of the procurement standards identified in 2 CFR 200.317. If the School's procurement policies and procedures are more restrictive than state or federal laws and regulations, School policies must be followed.

**2 CFR 200.318, General Procurement Standards**, includes but is not limited to the following requirements:

- The School will use its own procurement procedures which reflect applicable state and local laws and regulations, provided that the procurements conform to applicable Federal law and regulations.
- The School will have written selection procedures for procurement transactions.
- Any lists of prequalified persons, firms or products to be used by the School will be updated regularly and will ensure open and free competition.
- Only responsible contractors that have the ability to successfully complete contract terms will be used.
- If available and applicable, excess federal property and equipment will be used before purchasing new equipment.
- The School will ensure no real or apparent conflicts of interest arise during procurement activities and those responsible for such procurement activities will adhere to the School's Administrator Code of Ethics Agreement.
- All transactions will be conducted in a manner allowing full and open competition.
- Unnecessary or duplicative purchases will be avoided.
- The School will perform a cost or price analysis in connection with every procurement action including contract modifications.
- Detailed records to substantiate procurement decisions, rationale and history will be maintained.
- The School will handle and resolve any contract or procurement disputes.
- The School must make available, upon request of the awarding agency, technical specifications on proposed procurements where the awarding agency believes such review is needed to ensure that the item and/or service specified is the one being proposed for purchase.
- Any applicable bonding requirements will be followed.
- The School's contracts must contain provisions of 2 CFR 200.326
- Contracting with faith-based organizations is allowed provided there is no discrimination for or against the organization and provided that the faith-based organization offers any religious worship, instruction or proselytization at a time and in a location separate from any programs or

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services provided to the School and any participation in such services by beneficiaries of grant programs is voluntary.

**Policy Requirements**

Purchasing procedures using federal and non-federal grant funds will conform to applicable state, local and federal law and any regulations identified in Title 2 of the Code of Federal Regulations.

Procurements may be awarded through noncompetitive means under certain circumstances such as if the goods/services are only available from a single source, if public exigency or emergency necessitates noncompetitive procurement, if the awarding agency authorizes it, or if competition is deemed inadequate. See 2 CFR 200.320 for additional guidance on when noncompetitive procurement may be used.

Federal regulations (2 CFR 200.320) allow procurements under \$150,000 to be conducted via less formal competitive procedures such as price or rate quotations.

The Business office is responsible for ensuring that procurement procedures are followed and that staff are properly trained in state, local and federal law and regulations as well as School policies.