



3300 A

Purchasing Principles and Responsibilities *Regulation 3300 A*

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Review Dates:

I. PURPOSE

The purpose of this regulation is to establish the principles and responsibilities to be used in making purchases on behalf of the District for goods and services.

II. PURCHASING PRINCIPLES

- A. The Superintendent, or designee, may establish purchasing principles which shall be published. The principles shall be adopted based on the following values:
1. All District purchases shall seek the highest quality of goods or services available;
 2. Purchases shall consider the level of customer service provided by the vendor, or the experience of the service provider;
 3. All District purchases of goods shall consider the provision and quality of warranties;
 4. All District purchases of goods shall consider the availability of rebate programs from the vendor;
 5. All District purchases of goods or services shall consider the overall cost savings offered by a vendor. Placing a vendor on an authorized list does not guarantee that all items offered by the vendor are the lowest price, but that based on the district's total spend with such a vendor, the chosen vendor has the best possibility of saving money for the district.
 6. All purchases of good and services shall consider the advantage of improving the district's ability to do business with diverse vendors or providers, and the ability to engage the Minneapolis community in doing business with the district. Diversity of subcontractors and suppliers shall be considered under this value as well.
 7. All purchasing decisions shall consider the sustainability of the purchasing choice.
 8. All purchasing decisions shall determine whether a partnership program is available through the vendor or supplier.
- B. The Superintendent or Superintendent's designee may establish an authorized vendor program.
- C. All purchasing procedures shall conform to and abide by the city ordinances, state statutes, legal counsel of the District and District affirmative action policies.
- D. Purchases that do not adhere to the district purchasing principles or made in contravention to district purchasing policies:
1. may not be approved;



2. may not be paid for by district funds, or,
3. the District may seek reimbursement from the employee who made the purchase.

III. PURCHASING PROCEDURES

- A. The Superintendent has designated the Purchasing Department as her designee for all purchases made using district funds. .
- B. The Purchasing Department shall establish and publish standard purchasing procedures.
- C. The Superintendent has authorized that some purchases may be allowed by using a District authorized purchase card program. The Purchasing Department shall establish the rules for approved purchases for this program, and provide training to persons authorized to participate in the program.
- D. Persons authorized to purchase goods and services shall use the district's established authorized vendors, if established, unless otherwise agreed to with the Purchasing Department. Purchasers shall contact the purchasing department prior to making purchases or entering requisitions to request a variance from the authorized vendor program if the purchaser wants to use another vendor.

IV. RESPONSIBILITY

- A. All employees of the District charged with making purchases of goods and services on behalf of the District shall follow the district procedures, and all applicable law and district policies for such purchases. Willful failure to do so may result in disciplinary action up to and including termination of employment.
- B. The Superintendent, or designee, shall provide necessary training on purchasing procedures, programs and district purchasing policies and regulations to employees.
- C. All employees of the District charged with using the purchasing programs of the district shall participate in the minimum required training prior to being granted access to the purchasing programs.

Legal References:

Minn. Stat. §123B.52 (Contracts)

Minn. Stat. §471.435 (Municipal Contracting Law)

Cross References:

MPS Policy 1304 (Diversity and Equity)

MPS Policy 3000 (Conflicts of Interest and Fiduciary Duty)

MPS Policy 3145 (Spending Plan)

MPS Policy 3179 (Equipment Replacement)

MPS Policy 3310 (Business Partner Diversity)



MPS Policy 3312 (Bidding Requirements)
MPS Policy 3313 (Vendor Relations)
MPS Policy 3314 (Prevailing Wages)
MPS Policy 3321 (Purchase Requisitions)
MPS Policy 3323 (Evaluation of Bids and Requests for Proposals)
MPS Policy 3326 (Receipt and Payment for Goods)
MPS Policy 3327 (Payment for Food and Drink)
MPS Policy 3330 (Travel Expense: Employees)
MPS Policy 3331 (Travel Expense: Non-Employee)
MPS Policy 4040 (Hiring of Independent Contractors)
MPS Policy 4100 (Staff Development)
MPS Policy 5540 (Fundraising)