

Business and Non-Instructional Operations

PURCHASING

3310 (a)

I. General Guidelines

The First Selectperson and the Purchasing Agent, acting in conjunction, shall be the general purchasing authority of the Town. All supplies, materials, equipment, and other commodities, contracts for public works or services, other than professional services, required by any department, office, agency, board, authority, or commission of the Town, including the Board of Education, shall be purchased by the Purchasing Authority on a requisition, in such form as the Selectperson may prescribe, signed by the head of the department, office, agency, or chair of the authority, board, commission, or committee. No purchase order shall be issued without the signature of the Purchasing Agent or, in the Purchasing Agent's absence, of the First Selectperson. (Charter of the Town of Fairfield Article 12.8)

For implementation of procedures, see the Town of Fairfield, CT Purchasing Policy and Procedure Manual, provided that the procedure manual does not conflict with State or Federal law.

II. Compliance With Grants

When procuring goods or services pursuant to a Federal or State grant or award, the District will comply with applicable grant or award requirements and assurances made in connection with such funds. Such requirements may include, but are not limited to, use of such funds for authorized purposes and the inclusion of required contract provisions in any contract funded by Federal or State grants.

III. Procurement of Property or Services Under a Federal Award

When procuring property and/or services under a Federal award, the District will comply with relevant regulations in the Code of Federal Regulations, including but not limited to those described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327, as amended from time to time, to the extent it is required to do so.

When procuring property and/or services purchased with Federal funds as part of the National School Lunch Program, including Connecticut School Nutrition Program funds, the District will comply with relevant regulations in the Code of Federal Regulations, including but not limited to those described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327, 7 C.F.R. § 220.16, and 7 C.F.R. § 210.21 through 7 C.F.R. § 210.23, as amended from time to time, to the extent it is required to do so. The District's management and staff tasked with National School Lunch Program procurement responsibilities shall complete annual training on Federal procurements standards and retain records to document compliance with this requirement. The District shall

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also comply with school food authority procurement reviews and audits, as may be required and in accordance with applicable law.

Legal References: Charter of the Town of Fairfield Article 12.8

Connecticut General Statutes:

§10-241c Local board of education to consult with municipality re joint purchasing of property insurance, casualty insurance and workers' compensation insurance

§10-241d Local board of education consultation with municipality re goods and services. Cooperative agreements

§10-241e Local board of education consultation with municipality prior to purchase of payroll processing or accounts payable software system

Federal Statutes and Regulations:

§200.317 Procurements by States and Indian Tribes

§200.318 General procurement standards

§200.319 Competition

§200.320 Procurement methods

§200.321 Contracting with small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms

§200.322 Domestic preferences for procurements

§200.323 Procurement of recovered materials

§200.324 Contract cost and price

§200.325 Federal agency or pass-through entity review

§200.326 Bonding requirements

§200.327 Contract provisions

§200.81 (definition of property).

§210.21 - §210.23 National School Lunch Program State Agency and School Food Authority Responsibilities

United States Department of Agriculture, Food and Nutrition Service, Policy Memorandum SP 39-2017, Local Agency Procurement Reviews for School Food Authorities (June 30, 2017).