

## RSU #63

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- b. Title: Federal Procurement Manual - Administrative Procedures
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10/20/2020 08/07/2017 Policy Committee
- j. References: 34 CFR Parts 74 and 80 (Education Department General Administrative Regulations (“EDGAR”)) (for federal awards made prior to 12/26/2014)  
2 CFR Part 200 (Uniform Administrative Requirements) (for federal awards made on or after 12/26/2014)

Cross References – Policy DJ-Bidding/Purchasing  
Policy DJA-Purchasing Authority  
Policy DJH-Purchasing and Contracting: Procurement Staff Code of Conduct  
Policy GBI-Staff Code of Conduct: Conflict of Interest, Gifts, and Violations  
Policy BCC-Nepotism

## k. Narrative:

This Federal Procurement Manual governs the procurement and purchase of property, goods, and services using any federal award,<sup>1</sup> in whole or in part, that is subject to the Uniform Grant Guidance, codified at 2 CFR Part 200. The RSU 63 School District (the District) will comply with such requirements.

To the extent necessary or convenient, the Superintendent or his/her designee, will implement further written measures to ensure compliance with these procedures and any applicable federal laws and rules, including any applicable provisions of the Uniform Grant Guidance and the federal award terms and conditions. Any such written measures will be made part of this manual.

## I. OVERVIEW

<sup>1</sup> A “federal award” is any federal financial assistance (including cost-reimbursement contracts) that a school unit/district receives either directly from a federal agency or indirectly from a pass-through entity such as the State education department. *See* 2 CFR § 200.38. Most, but not all, federal awards received by the RSU 63 district are subject to the Uniform Grant Guidance. To confirm whether a federal award is subject to the Uniform Grant Guidance, review the terms and conditions of the applicable grant agreement or cooperative agreement and the applicability provisions of the Uniform Grant Guidance, codified at 2 CFR § 200.101.

The (The Board expects all procurements of property, goods, or services made by (the district) using federal awards to be consistent with sound business practices and applicable federal laws and rules, including the Uniform Grant Guidance.

- A. These administrative procedures, in combination with the district’s written policies—including but not limited to Policy DJ (Bidding/Purchasing) and Policy DJH (Purchasing and Contracting: Procurement Staff Code of Conduct)—are intended to comply with the federal requirement that the district must use its own documented procurement procedures which reflect applicable federal, state, and local laws and regulations; and maintain written standards of conduct covering conflicts of interest—real and perceived—for staff engaged in the selection, awarding, or administration of a contract. (2 CFR § 200.318 (a), (c).)
- B. The Superintendent or his/her designee, acting singly, (the “Purchasing Agent”) will be responsible for implementing these administrative procedures and will have direction and control over the purchasing of property, goods, and services for the district using federal funds.
- C. Wherever these administrative procedures are inconsistent with applicable federal laws and rules, or the terms and conditions of a federal award, the provisions of the applicable federal laws, rules, or award terms and conditions will control.

## II. GENERAL PROCUREMENT PROCEDURES

- A. **Full and Open Competition.** All procurements must be conducted in a manner that provides full and open competition. Real or perceived unfair advantages will be avoided. Accordingly, the district will not:
  1. place unreasonable requirements on firms or vendors to qualify for a procurement,
  2. require unnecessary experience or use excessive bonding,
  3. use noncompetitive pricing practices between firms or affiliated companies,
  4. allow organizational conflicts of interest,
  5. specify a “brand name” product without allowing firms or vendors to offer an equal alternate product, or
  6. allow any arbitrary action in the procurement process.

To ensure objective contractor performance and eliminate unfair competitive advantage, firms or vendors that develop or draft specifications, requirements, statements of work, invitations for bids, or requests for proposals must be excluded from competing for such procurements. (2 CFR § 200.319(a).)

- B. **Responsible Contractors.** The district must award contracts only to responsible contractors who are able to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such

matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (2 CFR § 200.318(h).)

- C. Oversight of Contractors.** The district must maintain a contract administration and oversight system to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. (2 CFR § 200.318(b).)
- D. Fostering Economy and Efficiency.** The district must avoid purchasing unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase, and to using federal surplus equipment and property. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. To foster greater economy and efficiency, consideration should also be given to:
1. entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services,
  2. using federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs, and
  3. using value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. (2 CFR § 200.318(d)-(g).)
- E. Geographical Preferences Prohibited.** The district must conduct Procurement searches and evaluate bids without bias regarding state or local geographical location, except where applicable federal statutes expressly mandate or encourage geographic preference, or when contracting for architectural and engineering (A/E) services, so long as its application leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project. (2 CFR § 200.319(b).)
- F. Clear and Accurate Technical Requirements.** The district must have written selection procedures for procurements that incorporate a clear and accurate description of the technical requirements for the goods or services to be procured, identify all requirements which offerors must fulfill, and identify all other factors to be used in evaluating solicitations. Technical descriptions:
1. must not, in competitive procurements, contain features which unduly restrict competition;
  2. may include a statement of the qualitative nature of the goods or services to be procured;
  3. when necessary, must set forth those minimum essential characteristics and standards to which goods or services must conform if they are to satisfy their intended use;
  4. should avoid detailed product specifications if possible; and
  5. may use a brand name or equivalent description as a means to define

performance or other salient requirements of procurement when it is impractical or uneconomical to make a clear and accurate description of the technical requirements (the specific features of the named brand which must be met by offerors must be clearly stated). (2 CFR § 200.319(c).)

### III. PROCUREMENT METHODS AND THRESHOLDS

**A. Methods of Procurement.** The district must use one of the following five methods of procuring goods or services: micro-purchases, small purchases, sealed bids, competitive proposals (a.k.a. requests for proposals), and non-competitive proposals (a.k.a. sole source procurement). (2 CFR § 200.320.)

**1. *Micro-purchases (less than \$3,500 as of October 1, 2015).***

Micro-purchases up to the federal micropurchase threshold (\$3,500 as of October 1, 2015)<sup>2</sup> may be made without soliciting competitive quotations if the Purchasing Agent considers the price to be reasonable. To the extent practicable, the Purchasing Agent must distribute repurchases equitably among qualified suppliers, vendors, or firms. (2 CFR §§ 200.67, 200.320(a).)

**2. *Small Purchases (\$150,000 or less as of October 1, 2015).***

Small purchases up to the federal simplified acquisition threshold (\$150,000 as of October 1, 2015)<sup>3</sup> may be made using simple, informal procurement methods and without requiring sealed bids. For any such purchases, the Purchasing Agent must obtain price or rate quotes from an adequate number of qualified vendors or firms (preferably, from at least three qualified vendors or firms). The Purchasing Agent shall document any price or rate quotes received, whether written or oral. (2 CFR §§ 200.88, 200.320(b).)

**3. *Sealed Bids (over \$150,000 as of October 1, 2015).***

For purchases in excess of the federal simplified acquisition threshold (\$150,000 as of October 1, 2015) where a complete, adequate, and realistic specification or purchase description is available, the Purchasing Agent will issue a notice of written invitation for sealed bids in a manner reasonably calculated to attract qualified bidders and provide the bidders with sufficient response time. The invitation for bids will provide a complete specification of the goods or services to be purchased. Bids will be opened at the time and place prescribed in the invitation for bids. A firm fixed price (lump sum or unit price) contract award will be made in writing to the lowest responsive and responsible bidder whose bid conforms to all material terms and conditions of the invitation to bid. Any or all bids may be rejected if there is a sound documented reason. (2 CFR §§ 200.88, 200.320(c).)

<sup>2</sup> For procurements utilizing federal funds obtained prior to October 1, 2015, the micro-purchase threshold is \$3,000. The threshold is subject to adjustment every five years in the Federal Acquisition Regulations.

<sup>3</sup> For procurements utilizing federal funds obtained prior to October 1, 2015, the simplified acquisition threshold is \$100,000. The threshold is subject to adjustment every five years in the Federal Acquisition Regulations.

**4. *Requests for Proposals (over \$150,000 as of October 15, 2015).***

For purchases in excess of the simplified acquisition threshold (\$150,000 as of October 1, 2015), when conditions are not appropriate for the use of sealed bids because the goods or services sought cannot be defined or specified such that bids will not be comparable, the Purchasing Agent will issue a request for proposals (“RFP”) to solicit the goods or services. Typically, the RFP seeks proposals that are evaluated qualitatively such that price is not the primary evaluation criterion. Contracts may be awarded on either a fixed price or cost-reimbursement basis. If this procurement method is used, the following requirements apply:

- a. RFPs must be publicized in a manner reasonably calculated to attract qualified vendors or firms, and RFPs must identify all evaluation factors and their relative importance. Proposals will be reviewed by the Purchasing Agent or a selection committee identified in the RFP. Any response to an RFP must be considered to the maximum extent practical;
- b. Proposals must be solicited from at least two qualified sources; and
- c. The Purchasing Agent will award a contract to the responsible vendor or firm whose proposal is most advantageous to the district with price and other factors considered; however, any and all proposals may be rejected if there is a sound documented reason.

The Purchasing Agent may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors’ qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, may only be used in procurement of A/E professional services. It cannot be used to purchase other types of services even if A/E firms are a potential source to perform the proposed effort. (2 CFR § 200.320(d).)

**5. *Non-Competitive Proposals (Sole Source); Emergencies.***

Procurements may be made through a non-competitive process (i.e., through the solicitation of a proposal from only one source) only when one or more of the following circumstances apply:

- a. The item is available only from a single source;
- b. An exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The federal awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request; or
- d. After solicitation of a number of vendors or firms, competition is determined inadequate.

The Purchasing Agent must document the basis for the sole source procurement by documenting the basis for any exigency or emergency, obtaining express authorization from the federal awarding agency or pass-through entity, or demonstrating a good faith effort on the part of RSU 63 to solicit proposals from a number of sources. (2 CFR §§ 200.320(e), 200.324(b)(2).)

**B. Purchases Over \$25,000.**

For purchases exceeding \$25,000, prior to contracting with a vendor, the Purchasing Agent will use the System for Award Management (SAM) to search for the vendor by name, tax identification number, or another characteristic to make sure that the vendor has not been suspended or debarred from performing federally funded work. (2 CFR § 200.205.)

**C. Purchases Over the Simplified Acquisition Threshold (\$150,000 as of October 1, 2015).**

The following additional procedures apply to purchases exceeding the simplified acquisition threshold:

1. ***Cost/Price Analysis.***

- a. The Purchasing Agent must perform a cost or price analysis in connection with every procurement in excess of the simplified acquisition threshold, including contract modifications. The method and degree of analysis depends on the facts surrounding the particular situation, but as a starting point, the Purchasing Agent must make independent estimates before receiving bids or proposals.
- b. The Purchasing Agent must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- c. Costs or prices based on estimated costs for contracts under a federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable under Subpart E (Cost Principles) of 2 CFR Part 200. The district may reference its own cost principles that comply with the federal cost principles.
- d. The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used. (2 CFR § 200.323.)

2. ***Bonding Requirements.*** For construction or facility improvement contracts or subcontracts in excess of the simplified acquisition threshold, the following bonds, or equivalent, are required:
- a. A bid guarantee from each bidder equivalent to 5% of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified;
  - b. A performance bond on the part of the contractor for 100% of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract; and
  - c. A payment bond on the part of the contractor for 100% of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract. (2 CFR § 200.325.)

#### IV. **CONTRACTING WITH SMALL & MINORITY BUSINESSES, WOMEN’S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS**

The Purchasing Agent must take all necessary affirmative steps to assure that small & minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

- A. Placing qualified small & minority businesses and women’s business enterprises on solicitation lists;
- B. Assuring that small & minority businesses and women’s business enterprises are solicited whenever they are potential sources;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small & minority businesses and women’s business enterprises;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small & minority businesses and women’s business enterprises;
- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- F. Requiring the prime contractor, if subcontracts are to be allowed, to take the affirmative steps listed in paragraphs (A) through (E) of this section.

(2 CFR § 200.321.)

## V. CONTRACTS ARISING FROM PROCUREMENTS

- A. Contract Administrator.** Prior to the execution of a contract funded by a federal award, RSU 63 should name a Contract Administrator. The Contract Administrator shall be responsible for the tasks, technical requirements, service performance, and verification that payments are in compliance with the contract. (2 CFR § 200.319.)
- B. Contract Provisions.** Any contract entered into between the district and a firm or vendor who is to be compensated using a federal award or a portion thereof must contain the applicable contract provisions described in Appendix I. (2 CFR § 200.326.)
- C. Sub-recipient and Contractor Determinations.** The district must make case-by-case determinations whether each agreement it makes for the disbursement of federal funds casts the party receiving the funds in the role of a sub-recipient or a contractor. The district shall make this classification using its judgment based on the following factors, as well as any additional guidance supplied by the federal awarding agency:
1. **Contractors.** A contract is for the purpose of obtaining goods and services for the party's own use and creates a procurement relationship with the contractor. (See 2 CFR § 200.22.) Characteristics indicative of a procurement relationship between the district and a contractor are when the contractor provides the goods and services within normal business operations; provides similar goods or services to many different purchasers; normally operates in a competitive environment; provides goods or services that are ancillary to the operation of the federal program; and is not subject to compliance requirements of the federal program as a result of the agreement, though similar requirements may apply for other reasons.
  2. **Sub-recipients.** A sub-award is for the purpose of carrying out a portion of a federal award and creates a federal assistance relationship with the sub-recipient. (See 2 CFR § 200.92.) Characteristics which support the classification of a party receiving federal funds as a sub-recipient include when the party determines who is eligible to receive what federal assistance; has its performance measured in relation to whether objectives of a federal program were met; has responsibility for programmatic decision making; is responsible for adherence to applicable federal program requirements specified in the federal award; and, in accordance with its agreement, uses the federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

If the party receiving the funds is classified by the district as a sub-recipient, the district must:

- a. Ensure that every sub-award is clearly identified to the sub-



recipient as a sub-award and includes the following information:

- i Federal Award Identification: Sub-recipient name (which must match the name associated with its unique entity identifier); sub-recipient's unique entity identifier; Federal Award Identification Number (FAIN); federal award date (*see* 2 USC § 200.39) of award to the recipient by the federal agency; sub-award period of performance start and end date; amount of federal funds obligated by this action by the district to the sub-recipient; total amount of federal funds obligated to the sub-recipient by the district including the current obligation; total amount of the federal award committed to the sub-recipient by the district; federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA); name of federal awarding agency, school unit, and contact information for awarding official of the district; CFDA number and name (the district must identify the dollar amount made available under each federal award and the CFDA number at time of disbursement); identification of whether the award is R&D; and indirect cost rate for the federal award (including if the *de minimis* rate is charged per 2 USC § 200.414).
- ii. All requirements imposed by the district on the sub-recipient so that the federal award is used in accordance with federal statutes, regulations, and the terms and conditions of the federal award.
- iii. Any additional requirements that the district imposes on the sub-recipient so as to meet its own responsibility to the federal awarding agency, including identification of any required financial and performance reports.
- iv. An approved federally recognized indirect cost rate negotiated between the sub-recipient and the federal government or, if no such rate exists, either a rate negotiated between the district and the sub-recipient or a *de minimis* indirect cost rate as defined in 2 USC § 200.414(f).
- v. A requirement that the subrecipient permit the district and auditors to have access to the subrecipient's records and financial statements as necessary for the district to meet the requirements of 2 USC § 331.

- vi. Appropriate terms and conditions concerning closeout of the sub-award.
- b. Evaluate each sub-recipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the sub-award for purposes of determining the appropriate sub-recipient monitoring described below, which may include consideration of such factors as: the sub-recipient's prior experience with the same or similar sub-awards; the result of previous audits including whether or not the sub-recipient receives a Single Audit in accordance with Sub-part F—Audit Requirements—of 2 USC Part 200, and the extent to which the same or similar sub-award has been audited as a major program; whether the sub-recipient has new personnel or new or substantially changed systems; and the extent and results of federal awarding agency monitoring.
- c. Consider imposing specific sub-award conditions upon a sub-recipient as described in 2 USC § 200.207.
- d. Monitor the activities of the sub-recipient as necessary to ensure that the sub-award is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the sub-award; and that sub-award performance goals are achieved. The district's monitoring of the sub-recipient must include: reviewing financial and performance reports required by the district; following up and ensuring that the sub-recipient takes timely and appropriate action on all deficiencies pertaining to the federal award provided to the sub-recipient from the district detected through audits, on-site reviews, and other means; and issuing a management decision for audit findings as required by 2 USC § 200.521. Depending on the district's assessment of risk posed by the sub-recipient, the following monitoring tools may be useful to ensure proper accountability and compliance with program requirements and performance goals: providing sub-recipients with training and technical assistance; performing on-site reviews of the sub-recipient's program operations; and arranging for agreed-upon-procedures engagements as described in 2 USC § 200.425 (audit services).
- e. Verify that each sub-recipient is audited as required by Part F (Audit Requirements) of 2 USC Part 200 when it is expected that the sub-recipient's federal awards expanded during the respective fiscal year equaled or exceeded the threshold set forth in 2 USC § 200.501.
- f. Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the districts own records.

- g. Consider taking enforcement action against noncompliant subrecipients as described in 2 USC § 200.338.

(2 CFR §§ 200.330, 200.331.)

## VI. RECORDS

- A. **Recordkeeping.** The district must maintain records sufficient to detail the history of procurement. Records must include the following:

1. rationale for the method of procurement,
2. selection of contract type,
3. contract selection or rejection, and
4. the basis for the contract price.

- B. **Record Retention Requirements.** The district must maintain records related to each federal procurement for a period of three years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or school unit in the case of a subrecipient. The following exceptions apply:

1. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
2. When the district is notified in writing by the federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
3. Records for real property and equipment acquired with federal funds must be retained for 3 years after final disposition.
4. When records are transferred to or maintained by the federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the district.
5. Records for program income transactions after the period of performance. In some cases, federal fund recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the district's fiscal year in which the program income is earned.
6. Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

7. If the proposal, plan, or other computation is required to be submitted to the federal government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.
8. If the proposal, plan, or other computation is not required to be submitted to the federal government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

(2 CFR §§ 200.318(i), 200.333.)

## VII. PROTESTS AND CLAIMS

The district is solely responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements of goods or services under federal awards. Except as may be otherwise provided in a written request for proposals or other solicitation of the district, these procedures are available to proposers for the purpose of handling and resolving disputes relating to such procurements, including evaluation and selection, protests of awards, disputes, and claims relating to the selection process and contract award.<sup>4</sup> A protestor must exhaust all of these administrative remedies before pursuing a protest with the federal grant agency or in any court of law. For purposes of this section, the term “proposer” means any person or entity that has submitted a bid or a proposal in response to an RFP or other solicitation to the district, or a person or entity that is a prospective bidder or offeror and who has a demonstrated direct economic interest in the results of the procurement.

- A. **Protest Submission Requirements.** To be considered by the district, a protest must be made in writing, supported by sufficient information to enable the protest to be fairly evaluated, and submitted within the time periods set forth herein. At minimum, protests must include: the name, phone number, and address of the protester; identification of the detailed and specific provision(s) of applicable federal or state law which would be allegedly violated by the procurement; copies of all exhibits, evidence, or documents supporting the protest; and a concise description of all remedies or relief requested.
- B. **Pre-Award Protests.** Pre-award protests are protests based upon the content of the solicitation documents. Any protest to the terms, conditions, or specifications set forth in a solicitation must be submitted to the Purchasing Agent or the contract administrator, if a contract administrator is identified in the solicitation, within 5 calendar days after the issuance of the solicitation. All such protests will

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<sup>4</sup> These protest procedures are not available to contractors or third parties for the purpose of handling and resolving disputes, claims or litigation arising in the course of contract formation or contract administration. Any such disputes, claims or litigation will be handled and resolved in accordance with applicable contract terms, if any, and applicable law.

be considered by the Purchasing Agent, or the contract administrator as appropriate, prior to the solicitation due date, and a written decision will be provided to the protestor. A decision of the Purchasing Agent or contract administrator is final, and no further protest or appeal of the terms, conditions, or specifications of any solicitation will be considered by the School Board.

- C. Protests of Proposal Evaluations and Award Decision.** Proposers shall be notified of any award decision by a written or oral notice of the award. This notice shall be transmitted to each proposer at the address, email address, or telephone number contained in its proposal. Any proposer whose proposal has not lapsed may protest an award decision on any ground arising from the evaluation of proposals or the award decision, but not on any ground specified in the “Pre-Award Protests” category, above. Any such protest must be submitted to the Purchasing Agent or the contract administrator, if a contract administrator is identified in the solicitation, within 3 calendar days after notice of the award. All such protests will be considered by a Protest Review Subcommittee, composed of members selected by the School Board in its sole discretion. A written decision from the Protest Review Subcommittee stating the grounds for allowing or denying the protest shall be transmitted to the protestor before a final contract award is made. A decision of the Protest Review Subcommittee is final, and no further protest or appeal will be considered by the School Board.

(2 CFR § 200.318(k).)

## **VIII. FEDERAL AWARDING AGENCY OR PASS-THROUGH ENTITY REVIEW**

- A.** The district must make available, upon request of the federal awarding agency or pass-through entity, technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the district desires to have the review accomplished after a solicitation has been developed, the federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.
- B.** The district must make available upon request, for the federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:
1. the districts procurement procedures or operation fails to comply with the procurement standards in 2 CFR Part 200;
  2. The procurement is expected to exceed the simplified acquisition threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
  3. The procurement, which is expected to exceed the simplified acquisition threshold, specifies a “brand name” product;

4. The proposed contract is more than the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
5. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.

The district is exempt from the pre-procurement review in this paragraph if the federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of 2 CFR Part 200.

- C. The district may request that its procurement system be reviewed by the federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis.
- D. The district may self-certify its procurement system. Such self-certification must not limit the federal awarding agency's right to survey the system. Under a self-certification procedure, the federal awarding agency may rely on written assurances from the district that it is complying with these standards. The district must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

(2 CFR § 200.324.)

## IX. EXCEPTIONS TO THESE ADMINISTRATIVE PROCEDURES

The requirements set forth in these administrative procedures do not apply to:

- A. Block grants awards authorized by the Omnibus Budget Reconciliation Act of 1981 (including Community Services);
- B. Federal awards to local education agencies under 20 U.S.C. 7702-7703b (portions of the Impact Aid program, including federal payments relating to federal acquisition of school property and federal payments for students residing on military installations or Indian lands);
- C. Federal awards authorized under the Child Care and Development Block Grant Act of 1990, as amended;
- D. ~~Entitlement awards under the National School Lunch Program, Commodity Assistance, Special Meal Assistance, Summer Food Service Program for Children, and Child and Adult Care Food Program of The National School Lunch Act;~~
- E. ~~Entitlement awards under the Special Milk Program, School Breakfast Program,~~

~~\_\_\_\_\_and State Administrative Expenses of The Child Nutrition Act of 1966;~~

- F.** Classes of federal awards identified as exceptions by the Office of Management and Budget; or
- G.** Any circumstance where the provisions of federal statutes or regulations differ from the provisions of Part 200 of Title 2 of the Code of Federal Register.

(2 C.F.R. §§ 200.101-200.102.)

## APPENDIX I. REQUIRED CONTRACT PROVISIONS

All contracts made by RSU 63 (the district) for the procurement of property, goods, or services using a federal award must contain provisions covering the following, as applicable:

- I. Remedies (over \$150,000).** Contracts for more than the simplified acquisition threshold (currently \$150,000) must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for such sanctions and penalties as appropriate.
- II. Termination for Cause and Convenience (over \$10,000).** All contracts in excess of \$10,000 must address termination for cause and for convenience by the district, including the manner by which it will be effected and the basis for settlement.
- III. Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.360-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- IV. Davis-Bacon Act, Copeland “Anti-Kickback” Act (construction contracts over \$2,000).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by the district must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “*Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction*”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The district must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The district must report all suspected or reported violations to the Federal Awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “*Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States*”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The district must report all suspected or reported violations to the Federal awarding agency.



- V. Contract Work Hours and Safety Standards Act (over \$100,000).** Where applicable, all contracts awarded by the district in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- VI. Rights to Inventions Made Under a Contract or Agreement.** If the federal award meets the definition of “funding agreement” under 37 CFR § 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment, or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, “*Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements*,” and any implementing regulations issued by the awarding agency.
- VII. Clean Air Act; Federal Water Pollution Control Act (over \$150,000).** Contracts and sub-grants of amounts in excess of \$150,000 must contain a provision that requires compliance with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- VIII. Debarment and Suspension.** A contract award (*see* 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “*Debarment and Suspension*.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- IX. Byrd Anti-Lobbying Amendment (over \$100,000).** Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other

award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

RSU #63

- a. **NEPN/NSBA Code:** EBCA
- b. **Title:** Comprehensive Emergency Management Plan
- c. **Author:** Policy Committee
- d. **Replaces Policy:**
- e. **Date Approved:** ~~10/28/2019~~ RSU #63
- f. **Previously Approved:** ~~10/28/2019~~ ~~10/22/2018~~
- g. **Policy Expiration:** Annual Review
- h. **Responsible for Review:** Superintendent, Policy Committee, Administrators
- i. **Date Reviewed:** ~~10/20/2020~~ ~~09/09/2019~~ Superintendent  
~~10/28/2020~~ ~~09/09/2019~~ Policy Committee  
~~10/20/2020~~ ~~09/09/2019~~ Administrators
- j. **References:**
  - Legal Reference:** 20-A M.R.S.A. § 1001(16)
  - Cross Reference:** Policy EBAA-Chemical Hazards  
Policy EBCB-Emergency/Lockdown/Fire Drills  
Policy EBCC-Bomb Threats  
Policy EBABA-Chemical Hygiene Plan
- k. **Narrative:**

The RSU #63 Board of Directors (the Board) recognizes the need for a Comprehensive Emergency Management Plan (the Plan) for each and all schools within the RSU #63 (the District) and student activities conducted both on and off school unit grounds.

- I. The Superintendent and Principals are responsible for developing, in consultation with staff and persons or agencies with expertise in planning for and responding to emergencies, a comprehensive emergency management plan that identifies and addresses all hazards and potential hazards that could reasonably be expected to affect the school unit, school facilities, and off-grounds school activities.
- II. The Superintendent and Principals will be responsible for ensuring the Plan is implemented in each school and evaluated on an Annual Basis.
- III. The Plan, within a clearly marked binder, will be retained in the Principal’s office in each school and will be readily available in case of an emergency. Copies will also be kept in the Superintendent’s Office and the office of the Transportation and Facilities Director.
- IV. As required by law, the Board will approve the Plan annually. Any substantive changes in the Plan will be subject to the approval of the Board.
- V. The following information pertaining to the RSU #63 Comprehensive Emergency Management Plan is considered public information:

- A. A description of the scope and purpose of the Plan and the process used for developing and updating it;
  - B. General information on auditing for safety and preparedness;
  - C. Roles and responsibilities of school administrators, teachers, and staff and the designated chain of command during an emergency; and
  - D. Strategies for conveying information to parents and the general public during an emergency.
- VI. Except as specified in sections A-D above, those portions of the Plan and any records describing security plans, security procedures, or risk assessments prepared specifically for preventing or preparing for acts of terrorism will not be considered public information under the Freedom of Access Act. This is only to the extent the release of such information could reasonably be expected to jeopardize the physical safety of the schools and/or students of RSU #63, its personnel, and the public.

For the purpose of this policy, “terrorism” is defined as in 1 MRSA Ch. 402(3)(L) as “conduct that is designed to cause serious bodily injury or substantial risk of bodily injury to multiple persons, substantial damage to multiple structures whether occupied or unoccupied, or substantial physical damage sufficient to disrupt the normal functioning of a critical infrastructure.”

## RSU #63

- a. **NEPN/NSBA Code:** EBCC
- b. **Title:** Bomb Threats
- c. **Author:** Superintendent
- d. **Replaces Policy:**
- e. **Date Approved:** ~~10/28/2019~~ RSU #63
- f. **Date Previously Approved:** ~~10/28/2019~~ ~~10/22/2018~~
- g. **Policy Expiration:** Annual Review in Conjunction with Annual Review of Comprehensive Emergency Management Plan
- h. **Responsible for Review:** Superintendent, Administrators, & Policy Committee
- i. **Date Reviewed:** ~~10/20/2020~~ ~~09/09/2019~~ Superintendent  
~~10/28/2020~~ ~~09/09/2019~~ Policy Committee  
~~10/20/2020~~ ~~09/09/2019~~ Administrators
- j. **References:**
- Legal Reference:** 18 USC §§ pg. 921; 8921  
17-A M.R.S.A. § 210  
20-A M.R.S.A. §§ pg. 263; 1001(9); 1001 (9-A);  
1001 (17); 1001 (18)  
Ch. 125 § 10.06 (Me. Dept. of Ed. Rules)
- Cross Referenced Policies:** EBCA-Comprehensive Emergency Management Plan  
JKD-Suspension of Students  
JKE-Expulsion of Students  
JKF-Suspension/Expulsion of Students with Disabilities  
JICIA-Weapons, Violence, and School Safety  
JIC-Student Code of Conduct

k. **Narrative:**

The RSU #63 Board of Directors (the Board) recognizes that bomb threats are a significant concern to the school unit. Whether real and implemented, intended as a prank, or for some other purpose, a bomb threat represents a potential threat to the safety and welfare to students, staff, and the integrity of school property. Bomb threats disrupt the instructional program and learning environment as well as placing significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action up to and including suspension and/or expulsion.

**I. Definitions:**

- A. “Bomb” means an explosive, incendiary, or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail”, or other destructive devices.
- B. “Look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.
- C. “Bomb threat” is the communication, by any means, that a bomb has been or will be placed on school premises, including possession or placement of a bomb or “look-alike” bomb on school premises.
- D. “School premises” means any school property, vehicle, or location where any school activities may take place.

**II. Conduct Prohibited:**

No person will make or communicate, by any means, a threat that a bomb has been or will be placed on school premises. Because of the potential for evacuation of the school(s) and other disruption of school operations, placement of a bomb or “look-alike” bomb or device on school premises will be considered a threat for the purpose of this policy.

**III. Procedures:**

The Superintendent or his/her designee will be responsible for developing and implementing procedures specific to bomb threats as part of the RSU #63 (the District) “Comprehensive Emergency Management Plan” (policy EBCA). These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event a bomb threat is received and should include provisions to address:

- A. Assessment of the threat so a response in proportion to the given threat is taken to ensure safety of those concerned;
- B. Selection of evacuation routes, sites, alternate sites, and control measures in place to ensure proper and safe movement;
- C. Designation of primary and alternate individuals to be in charge of the evacuation, re-entry, and informing proper officials both within the District and law enforcement;
- D. Designation of primary and alternate individuals who will make the necessary notification calls and when those calls will be made. Development and posting of a list of those to be contacted with alternate individuals or offices as necessary;
- E. Development of a plan and designation of who will contact parents if it becomes

necessary;

- F. Dissemination of the procedures to be followed and by whom to all staff members with responsibility to ensure the safety of all students and staff; and
- G. Provision of support services for students and staff during and after any bomb threat or event.

**The Superintendent and his/her designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the annual approval of “RSU #63’s Comprehensive Emergency Management Plan” or following implementation of the procedure in response to a specific threat.**

**IV. Reporting of Bomb Threats will be as follows:**

- A. A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building Principal, teacher, staff, or other adult in a position of authority;
- B. A District employee who learns of a bomb threat will immediately take appropriate steps to protect the safety of students and staff in accordance with the District’s bomb threat procedure as developed under Section III above, and inform the Principal who will notify the Superintendent of the threat;
- C. All bomb threats will be reported immediately to the local law enforcement authority by calling 911 at the Regional Communication Center.
- D. The Superintendent will be responsible for reporting any bomb threat to the Department of Education within two (2) calendar school days of the incident. Reports will include the school within the District, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrator(s) has/have been apprehended.

**V. Student Disciplinary Consequences for making a bomb threat:**

- A. Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat will be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat will be subject to the District disciplinary action.
- B. The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. A student who has been identified through the Individualized Education Plan (IEP) process as having a disability and whose conduct in violation of this policy is related to the disability will be disciplined as provided by state law. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A

MRSA p. 1001(9-A) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

- C. In addition, after a hearing by the Board, a student who is found to have brought a bomb to school will be expelled from the school for at least one year in accordance with 20-A MRSA p. 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement based on individual circumstances after discussion with the Board.
  
- VI. A student, who knowingly encourages, causes, aids, or assists another student in making or communicating a bomb threat, will be subject to the disciplinary consequences described in Section V above.
  
- VII. A student, who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building, vehicle, or on school property, may be subject to disciplinary consequences, which may include suspension and/or expulsion.
  
- VIII. Staff Disciplinary Consequences for Inappropriate Action:**
  - A. A District employee who makes or communicates a bomb threat will be reported to the appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action will be consistent with the appropriate collective bargaining agreement, other employment agreements, and Board policies.
  
  - B. A District employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on District property will be subject to discipline up to and including termination of employment as specified in Section VIII (A) above.
  
- IX. The District reserves the right to bring a civil liability suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.
  
- X. Instructional time lost because of a bomb threat will be rescheduled at the earliest practicable opportunity, as determined by the Superintendent within parameters set by the Board. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when school must be closed as required by law. It would be best to schedule the date as soon as practicable after the event, and not wait until the end of the school year. The Superintendent should take into consideration the terms of collective bargaining agreements, potential conflicts with holiday or vacation periods, or with planned school events and school bus schedules in determining an appropriate make-up date.
  
- XI. All student handbooks will address the District's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks



will notify students and parents that bomb threats violate civil and criminal law and Board policy, and violators will be reported to the appropriate law enforcement agency.