MCPS Procurement Practices and Bid Awards

A. PURPOSE

To recognize the procurement procedures published in the Montgomery County Public Schools (MCPS) Procurement Manual and Maryland law, and to establish limits for advertising bids and obtaining bid approval by the Montgomery County Board of Education (Board)

B. PROCESS AND CONTENT

1. In compliance with Maryland law, MCPS purchases are as follows:
   a. Any purchase by MCPS exceeding $25,000, with the exception of books, materials of instruction, and emergency repairs, shall be advertised.
   b. The superintendent of schools is authorized to award contracts for $24,999 or less on the basis of quotations and sealed bids.

2. The practice of obtaining bids or quotations from vendors shall be in accordance with the Procurement Manual.

C. REVIEW AND REPORTING

1. The Procurement Manual will be reviewed by the Board Fiscal Management Committee.

2. This policy will be reviewed in accordance with the Board policy review process.