

FISCAL MANAGEMENT

FILE: DJ

SMALL PURCHASING

Pursuant to written procedures not requiring competitive sealed bids or competitive negotiation, the School Board may enter into single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed \$100,000; however, such small purchase procedures shall provide for competition wherever practicable. Purchases under this exception that are expected to exceed \$30,000 shall require 1) the written informal solicitation of a minimum of four bidders or offerors and 2) posting of public notice on appropriate websites..

The Charlottesville City School Board may purchase single or term contracts for professional services if the aggregate or sum of all phases is not expected to exceed \$50,000 without undertaking competitive bidding by adopting written procedures for such purchases. However, such small purchase procedures shall provide for competition wherever practicable.

Adopted: May 20, 2004
Revised: August 16, 2007
Revised: June 19, 2008
Revised: June 18, 2009
Revised: June 16, 2011

Legal Reference: Code of Virginia, 1950, as amended, §§ 2.2-4303, 22.1-68, 22.1-78