

M E M O R A N D U M

**RYS/2021-2022/M015
305 995-1958**

TO: Members of the Superintendent's Cabinet

FROM: Ron Y. Steiger, Chief Financial Officer
Financial Services



SUBJECT: PROCUREMENT OF SERVICES USING GRANT FUNDS

School Board Policy 6110 – Grant Funds provides guidance as to the acceptance, reporting, and use of grant funds and establishes the threshold of \$250,000 and above for grant awards requiring School Board approval. Per School Board Policy 6320 – Purchasing (revised March 2021), School Board approval is required for all contracted services in excess of \$50,000, including those services procured using grant funds. The procurement of professional services must be purchased through a competitive process and must comply with law, rules, and Board policies.

While School Board approval is required for the purchase of contracted services in excess of \$50,000, there are also exceptions that are delineated in Policy 6320. Specifically, subparagraph H., Purchase Approval and Competitive Bidding Process Requirements, provides for the following exception, “A contract for commodities or contractual services may be awarded without competitive solicitations if State or Federal law, a grant or a State or Federal agency contract prescribes with whom the Board must contract or if the rate of payment is established during the appropriations process.”

When applying for grants, a Request for Quotation (RFQ) is necessary prior to the submission of the grant application in order to include a specific vendor/contract as part of a grant. Per School Board Policy 6610 – Internal Accounts, for purchases of \$1,000 or more but less than \$50,000, at least three (3) written quotations from the solicited vendors are required, one of which must be a certified Minority/Women Business Enterprise (M/WBE), Small Business Enterprise (SBE), Micro Business Enterprise (MBE), or Veteran Business Enterprise (VBE) according to Policy 6320. A list of certified minority vendors can be accessed at <http://oeo.dadeschools.net>. In the event there is no certified vendor listed, contact the Office of Economic Opportunity for additional guidance.

For external evaluation services, written quotations must be solicited from approved consultants identified in the Request for Proposals No. RFP-19-024-CM– Program Evaluation Consultants prior to being written into the grant application or proposal. All purchases must comply with applicable State statutes, Florida State Board of Education Rules, School Board policies, and administrative procedures.

As stated above, School Board Policy 6110 – Grant Funds, establishes the threshold at \$250,000 and above for grant awards requiring School Board approval. Please note that if a grant of less than \$250,000 includes contracted services in excess of \$50,000, the

originating office must take the contract to the Board for approval pursuant to School Board Policy 6320 – Purchasing.

In addition, the following steps must be followed:

- Step 1 – Check to see if the required item is available on the M-DCPS Catalog or the Stores and Mail Distribution (S&MD) Stock Items catalog. These catalogs are available through the Procurement tab on the System Application and Products (SAP) Portal. If so, complete the purchasing through the SAP catalogs.
- Step 2 – If the required item is not found on any of the catalogs, identify a minimum of three (3) vendors, one of which must be a certified Minority/Women Business Enterprise (M/WBE), Small Business Enterprise (SBE), Micro Business Enterprise (MBE) or Veteran Business Enterprise (VBE) vendor and solicit quotes (verbal quotes must be documented).
- Step 3 – Receive, evaluate and tabulate quotes. If quotes are:
 - a. \$1,000-\$3,000 Purchases should be processed, (if not subject to exemptions) at the requester's location using P-Card or Internal Funds. (See Policy 6610 – Internal Accounts)
 - b. \$3,000-\$50,000 (or exempted purchases from a). Create a shopping cart indicating a suggested vendor. Additional supporting documentation such as (quotes, etc.) must be attached to the shopping cart.

Requests for purchases over \$50,000 will be reviewed by Procurement Management Services. Evidence of the requests for purchases must be provided to the Office of Grants Administration as part of the grant submission process.

Should you have questions or require additional information, please contact Ms. Melissa A. Latus, Administrative Director, Office of Grants Administration at mlatus@dadeschools.net or at 305-995-1706.


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Attachment

cc: School Board Attorney
Mr. Mario De Barros

Program Managers
OGA Staff