



Ke Kula Niihau O Kekaha Learning Center
PROCUREMENT POLICY

GENERAL PROVISIONS

All KKNOK employees shall conduct and participate in public procurement in an ethical manner. In conducting and participating in procurement, KKNOK employees shall:

- (1) Act as a fiduciary and trustee of public moneys;
- (2) Remain independent from any actual or prospective bidder, offeror, contractor, or business; (3) Act only in the public interest by researching and procuring materials and supplies based on best quality, price and availability
- (4) Identify and maximize efficiencies in the public procurement process
- (5) Encourage economic competition by:
 - (A) Ensuring that all businesses are afforded an equal opportunity to compete in a fair and open environment
 - (B) Abiding by a competitive sealed bidding process for expenditures in excess of \$5,000.00
 - (C) Researching innovative goods and services to meet the public's needs;
- (6) Maintain confidentiality in a manner that ensures a fair procurement process;
- (7) Abide by KKNOK's Conflict of Interest Policy
- (8) See Appendix A – Procurement Procedure and Documentation This procurement policy shall apply to all procurement contracts made by Ke Kula Niihau O Kekaha provided that this policy does not prevent KKNOK from complying with the terms and conditions of any other private or federal grant, gift, bequest, or cooperative agreement.

Any person who intentionally violates KKNOK's procurement guidelines may be subject to the following:

1. Guilty of a misdemeanor
2. Subject to removal from office
3. Liable to KKNOK for any sum paid by it in connection with the violation

During KKNOK's annual audit a periodical review of the school's procurement practices will be conducted to ensure compliance with this policy.

PROCUREMENT ORGANIZATION

KKNOK's Governing Board is responsible for approving the school's yearly budget including all purchases exceeding \$5,000 and for the implementation of this procurement policy.

The school's administrator is the designated chief procurement officer, responsible for overseeing the proper implementation of the procurement policy, budget, and for the general supervision over all

inventories of goods, resale, trade, or disposal of surplus, inoperable goods or property that has completed its useful life cycle.

The chief procurement officer may delegate any authority or duty conferred upon the chief procurement officer by this policy to designees.

Micro-Purchases: For the food service program, KKNOK will follow the Micro-Purchases Procurement procedures for purchases under \$4,999. Micro-purchases do not require quotes, but to the maximum extent practicable, purchases will be equitably distributed among supplies. At the beginning of each school year, the food service manager will be responsible to conduct an initial assessment of potential supplies. The purpose of the assessment is to document that the prices at the suppliers are reasonable and can also be used to justify barriers that prevent the KKNOK from distributing purchases at multiple suppliers.

INVENTORY MANAGEMENT

The chief procurement officer shall adopt rules governing:

1. The management of properties during their entire life cycle
2. The classes of property, whether expendable or nonexpendable
3. The action to be taken in case of lost, stolen, damaged, unserviceable, or unsuitable property
4. The sale, lease, trade-in, or disposal of surplus property by a fair, ethical and appropriate process; provided that no employee of KKNOK or disposing agency shall be entitled to purchase this property.
5. The transfer of excess property.

The chief procurement officer is responsible for maintaining an adequate system of internal control to ensure the accountability, safekeeping, maintenance, and proper use of state property and verify that the internal control system continues to function effectively as designated.