New Summit Charter Academy	Policies and Procedures
Policy Name:	NSCA Board Policy Procurement, Purchasing, and Contracting
Policy Number:	*DJ-NSCA*
Original Date:	5/15/2024
Last Reviewed:	11/04/2026
Category:	Fiscal Policies
Author:	Compliance Officer
Approval:	NSCA Board of Directors

The New Summit Charter Academy (NSCA) Board of Directors (BOD) authority to purchase materials, equipment, supplies, and services is extended to the Executive Director or designee through the detailed listing of such items compiled as part of the budget-making process and approved by the BOD through its adoption of the annual operating budget.

The Executive Director or designee shall direct the purchase of books, supplies, consulting services, equipment, and other required materials, as permitted within budget limits, as well as signature and expenditure authorizations. Except in emergencies, any purchase or contract exceeding $100,000 shall require BOD approval before execution.

Purchases shall be made based on best value. To ensure the best value for each dollar expended, NSCA will seek comparative prices for similar quality, balance long-term quality and cost, and purchase in quantity whenever possible and practical. When making purchase decisions, the school will consider total operational costs, including energy and consumption.

NSCA 's policy is to purchase goods and services of equal quality at competitive prices from local suppliers when available.

Except as otherwise provided by this policy, the following procedures shall govern the purchase of goods and/or services based on the total cost of the purchase:

1. Purchases up to $100,000 may be made without considering the procedures described in items 2 through 3 below.
2. Non-continuous purchases (i.e., annually renewable contracts with existing vendors) between $50,000 and $100,000 shall be based on at least three documented price quotes or bids. Price quotes may be provided verbally and then documented in writing.
3. Purchases over $100,000 shall be based on at least three documented price quotes supported by written confirmation. Examples of written confirmation include a screenshot of pricing from the vendor's website, an email from the vendor's representative, or a quote on the vendor's letterhead. These purchases must be approved by the BOD before contract execution.

Contract Execution

Only the BOD President, Executive Director, and Business Manager are authorized to execute a contract after obtaining the appropriate approvals.

NSCA Best Interests

If it is determined by the BOD President in consultation with the Executive Director and Business Manager,

Approved

with respect to a purchase of $50,000 or more, that competitive bidding and/or competitive proposals would result in higher costs to NSCA or would otherwise adversely affect NSCA, any or all such procedures may be waived for that purchase.

Emergency Purchases

For purposes of this policy, an "emergency" is defined as: (a) the substantial likelihood of an imminent adverse effect on the health, welfare, or safety of students, staff, or the general public; (b) the substantial likelihood of imminent destruction or substantial damage to property; or (c) the substantial likelihood that a delay in purchasing particular goods and/or services will create an excessive financial risk or liability exposure for NSCA.

In cases where an emergency requires the immediate purchase of goods and/or services and is above authorized thresholds, the Executive Director, in consultation with the Business Manager, shall have the authority to make necessary purchases notwithstanding this policy's requirements. Such purchases shall be made in the best interest of NSCA and shall not require documented price quotes, competitive bidding, or competitive proposals. As soon as possible after making such a purchase, the Executive Director shall submit an agenda item to the next scheduled BOD meeting for approval, accompanied by a written explanation of all relevant information concerning the emergency.

Competitive selection

All contracts and open-market orders will be awarded to the best-value supplier, taking into consideration the desired quality of materials (services) and their contribution to program goals.

The BOD reserves the right to reject any or all bids and accept those that appear to be in NSCA's best interest.

Pre-qualification

For materials or services that require bids, the Executive Director or designee may develop a procedure to pre-qualify bidders. Suppliers will be invited to have their names placed on mailing lists to receive pre-qualification information. When specifications are prepared, they will be mailed to all pre-qualified merchants and firms.

Awarding a bid

The bidder to whom an award is made will be required to submit to the NSCA proof of liability insurance and, when appropriate, proof of workers' compensation insurance. The bidder may also be required to enter into a written contract with NSCA. Any written contract must include a provision requiring a criminal background check for any person providing direct services to students under the contract, including but not limited to transportation, instruction, or food services, as required by law. The contracting entity is responsible for any costs associated with the background check.

No favoritism shall be extended to any vendor. All NSCA employees must exercise sound judgment in avoiding conflicts of interest or the appearance of impropriety in dealing with vendors. Gifts or gratuities of other than nominal value or which might obligate an NSCA employee in any manner shall be politely and firmly refused in accordance with state law.

Approved

Any vendor or bidder who offers items in excess of or in violation of the spirit of this policy may be disqualified indefinitely.

No person officially connected with or employed at NSCA shall be an agent for, or be in any way pecuniarily or beneficially interested in, or receive any compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment, or services to the school without the express prior written consent of the BOD.

Establishment of Procurement Card/Credit Card Purchases

NSCA is authorized to establish a procurement card and/or credit card program to supplement the ordering of nominal-value supplies. The purpose of the card is to provide flexibility, convenience, and security with small purchases while conducting school business. Purchase transactions using the procurement/credit card shall not supersede or conflict with the purchasing policies established by the BOD.

The Executive Director, Business Manager, School Principal, and designated Administrative Assistants shall be limited in their issuance and use of procurement cards.

A number of unique controls not found in a traditional credit card environment shall be developed for the procurement card program. Usage shall be limited to authorized staff for procuring approved merchandise within limits established for that budget item. Other procedures may be set at the discretion of the Executive Director or his/her designee.

The P-Card shall be used only to purchase pre-approved items with an individual cost of no more than $2,000 and a total credit card limit of no more than $2,000. All purchases are subject to all purchasing and bidding rules. The P-Card is to be used by the person it is issued to and must be used only to pay for pre-approved NSCA purchases. The Procurement Card Program Guidelines outline additional details regarding cardholder responsibilities and usage.

PROHIBITED TRANSACTIONS: It is a violation to use the card for any of these goods and services:

1. Personal or non-school purchases
2. Cash or Cash Type Transactions
3. Split Transactions (Two transactions or more for the same purpose that would exceed the authorized limit)
4. Alcoholic Beverages, Tobacco, and Marijuana products
5. Illegal activities of any kind

LEGAL REF.:
C.R.S. 22-32-109 (1)(b)
C.R.S. § 22-32-110(hh)
C.R.S. § 24-18-101, et seq.
C.R.S. § 24-91-101, et seq.
C.R.S. § 24-92-107
C.R.S. § 24-102-202
C.R.S. § 24-103-202.5
C.R.S. § 24-103-205
C.R.S. § 24-103-206
C.R.S. § 24-109-404
C.R.S. § 29-12.5-101, et seq.

Approved

C.R.S. § 38-26-101, et seq.

Revision History

Date	Revision Details	Revised By
5/15/2024	Approved	Board, Executive Director
11/04/2026	Approved	Board, Executive Director

Approved