

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT
Purchasing Processes and Procedures for Services, Equipment, Materials and Supplies

CHECKLIST

***REQUIRED*:**

MVWSD Independent Contractor for Professional Services Agreement (PSA) completed
 If MVWSD PSA is NOT used, explanation with corresponding documents is attached.

Contract for Professional Services / Special Services

\$50,000 or below, no further steps required.

\$50,001 and above, completed the following items:

_____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

Contract for Services (NOT Special Services)

\$50,000 or below, no further steps required.

\$50,001 - \$114,500, completed the following items:

_____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

\$114,501 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

Contract for Architects, Engineers, Construction Project Managers, Environmental Consultants, and Surveyors

Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document.

Contract for Construction, Repair and Maintenance

Up to \$75,000, completed the following items:

_____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

\$75,001 - \$220,000, followed the Informal Bid Process in the Purchasing Processes and Procedures document.

\$220,001 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

Lease-Leaseback, utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all Board-approved procedures pursuant to Educ. Code §17406.

Design-Build, utilized an RFQ, RFQ/P or RFP process with the assistance of legal counsel to ensure compliance with all procedures pursuant to Educ. Code §§17250.10 et seq. or 17250.60.

Contract for Equipment, Materials and Supplies

\$75,000 or below, no further steps required.

\$75,001 - \$114,500, completed the following items:

_____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
 Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

\$114,501 and above, followed the Formal Bid Process in the Purchasing Processes and Procedures document.

Contract for Technology: Computers, Software, Telecommunications Equipment and Other Technology

Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Public Contract Code §20118.2.

Contract for Educational Materials

- _____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
- Reviewed vendors' websites, references and qualifications to ensure applicable past experience.
- Ensured the Board considers, selects and evaluates items through the District's process outlined in Board Policy and Administrative Regulation 6161.1.

 Contract for Perishable Foods

- _____ proposals received (seek multiple proposals to select a qualified, best value, reasonably-priced vendor.)
- Reviewed vendors' websites, references and qualifications to ensure applicable past experience.

 Contract for Waste Services

- Followed the applicable steps in the Purchasing Processes and Procedures document.

 Contract for Transportation (Bus, Cars, etc.) Services

- Followed the applicable steps in the Purchasing Processes and Procedures document.

 Contract for Energy Services That Will Generate Cost Savings

- Followed the RFQ/RFP Process steps in the Purchasing Processes and Procedures document, plus the procurement steps in that document for Government Code §4217.10.

 Contract Utilizing a "Piggyback Agreement" with Another California Entity

- Followed the applicable steps in the Purchasing Processes and Procedures document.

 Contract Utilizing CMAS or Other "Leveraged Procurement Agreement" via the California Dept. of General Services

- Followed the applicable steps in the Purchasing Processes and Procedures document.

 Contract Utilizing an On-Line /Out-Of-State "Cooperative Purchasing Agreement"

- Followed the applicable steps in the Purchasing Processes and Procedures document.

 Emergency Contracts

- Followed the applicable steps in the Purchasing Processes and Procedures document.

***Both signatures below are required* --- Attach this document to each PSA**

[*For requisitions, QCC approvals are accepted as signatures]

Dated: December 11, 2024

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Approval by Department Head

(Minimum: Manager Level)

Signature:



Print Name: Jason Cave - Greystone West Company

Print Title: Construction Manager

Approval by Person with Delegated Authority

(Superintendent, CBO, Assoc. / Asst. Superintendent)

Signature:



Print Name: Rebecca Westover

Print Title: Chief Business Officer