

CAPITAL AREA
 SCHOOL FOR THE
 ARTS CHARTER
 SCHOOL (CASA
 CHARTER SCHOOL)

SECTION: FINANCES

TITLE: PROCUREMENT USING
 FEDERAL FUNDS POLICY

ADOPTED: October 21, 2024

REVISED:

626.1 PROCUREMENT USING FEDERAL FUNDS POLICY

The School is committed to securing goods and services using grant funds from reputable and responsible suppliers in an equitable and competitive manner and in accordance with applicable federal and state laws, regulations and guidance.

Reason for Procedures

2 CFR Part 200.317 requires that grantees and subgrantees will use their own procurement procedures which reflect applicable state (PA School Code Section 807.1) and local laws and regulations, provided that procurements conform to applicable federal law and other standards. In using federal funds for procurements, the School is bound to adhere to all of the procurement standards identified in 2 CFR Part 200.317 et. seq. If the School’s procurement procedures are more restrictive than state or federal laws and regulations, school procedures must be followed. 2 CFR Part 200.318 includes but is not limited to the following requirements:

- The School will use its own procurement procedures which reflect applicable state and local laws and regulations, provided that the procurements conform to applicable Federal law and regulations.
- The School will have written selection procedures for procurement transactions.
- Any lists of prequalified persons, firms or products to be used by the School will be updated regularly and will ensure open and free competition.
- Only responsible contractors that have the ability to successfully complete contract terms will be used.
- If available and applicable, excess federal property and equipment will be used before purchasing new equipment.
- The School will ensure no real or apparent conflicts of interest arise during procurement activities.
- All transactions will be conducted in a manner providing full and open competition (*See 34 CFR 80.36(c) for examples of restrictive procurement situations*).
- Unnecessary or duplicative purchases will be avoided.
- The School will perform a cost or price analysis in connection with every procurement action including contract modifications.

- Detailed records to substantiate procurement decisions, rationale and history will be maintained.
- The School will handle and resolve any contract or procurement disputes.
- The School will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.
- The School must make available, upon request of the awarding agency, technical specifications on proposed procurements where the awarding agency believes such review is needed to ensure that the item and/or service specified is the one being proposed for purchase.
- Any applicable bonding requirements will be followed.
- The School contracts must contain provisions of paragraph 2 CFR 200.326.
- Contracting with faith-based organizations is allowed provided there is no discrimination for or against the organization and provided that the faith-based organization offers any religious worship, instruction or proselytization at a time and in a location separate from any programs or services provided to the School and any participation in such services by beneficiaries of grant programs is voluntary.

Procurement Thresholds

Please see the Attachment 1 that outlines the procurement methods the School will follow for the acquisition of goods and services when using Federal funds. As the thresholds are revised, the School will revise the attachment to reflect the most up-to-date procurement thresholds.

Requirements

Purchasing procedures using federal and non-federal grant funds will conform to applicable state, local and federal law and any regulations identified in 2 CFR. Procurements may be awarded through noncompetitive means under certain circumstances such as if the goods/services are only available from a single source, public exigency or emergency necessitates noncompetitive procurement, the awarding agency authorizes it, or if competition is deemed inadequate after soliciting a number of sources. See 2 CFR Part 200.320 for additional guidance on when noncompetitive procurement may be used.

Documentation of procurement processes should be maintained.