

Career Academy of Utah

Procurement Policy

Adopted: August 11, 2021

Policy

Career Academy of Utah (the “School”) will follow applicable state and federal laws in connection with the procurement of services, supplies, and equipment, including but not limited to the provisions of the Utah Procurement Code at Utah Code § 63G-6a-101 *et seq.*

Procurement Process

No procurement process is required for purchases up to \$1,000. The School may make such purchases from any vendor without obtaining competitive quotes or bids.

For small purchase as defined in Utah Administrative Code R33-5-104, which will typically include purchases over \$1,000 up to \$50,000 of items other than professional services, the School will follow the procedures set forth in the rule and will typically obtain at least two competitive quotes and purchase from the responsible vendor offering the lowest quote meeting the specifications.

Unless an exception applies, for purchases of items other than professional services over \$50,000 the School will conduct an appropriate procurement process, such as an Invitation for Bids or a Request for Proposals.

The School will execute a Purchase Order for all purchases over \$1000 and it shall be approved by the Board Treasurer or Designee for purchases less than \$5,000 and by the Board of Trustees for purchases greater than \$5,000.

The School will not artificially divide purchases or otherwise take steps in order to avoid the requirement to obtain competitive quotes or conduct a procurement process.

School personnel will comply with the provisions of the Procurement Code prohibiting the acceptance of gratuities or kickbacks from vendors during the procurement process.

The School will comply with the requirements of the Procurement Code in connection with any contract with a term that is longer than five (5) years, including any automatic renewals or extensions.

The School will comply with the requirements of the Procurement Code in connection with any construction or real property improvements undertaken by the School.

The School will comply with the requirements of the Procurement Code in connection with any lease of a procurement item. The Procurement Code does not apply to a lease of real property by the School, however.

All lease agreements will be evidenced by a lease or sublease agreement approved by the Board of Trustees and signed by the Board Chair. The agreement will identify all the terms and conditions of the lease.

When entering into a contract, the School will ensure that the contract includes appropriate language regarding the scope of work to be performed, adequately addresses any applicable federal requirements, and includes language regarding data privacy and use, where appropriate. The School will ensure that the appropriate legal review of contract language is performed prior to entering into the contract.

Any alleged violations of this policy or applicable law shall be reported in writing to the School's Director and Board of Directors.

Emergency Purchases

An "emergency purchase" is the purchase of goods or services that are so badly needed that the school will suffer financial or operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at the school's discretion and "best value" procurement guidelines must be followed. In addition, the purchase must be authorized by the Board Treasurer or Designee.

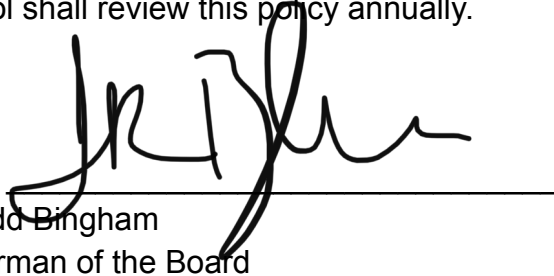
Review

The School shall review this policy annually.

Signature: _____

Name: Todd Bingham

Title: Chairman of the Board

A handwritten signature in black ink, appearing to read 'Todd Bingham', is written over a horizontal line. The signature is stylized and cursive.