



POLICY 6.14

4-A I recommend that the Board adopt the proposed revised Policy 6.14, entitled "Purchasing Department."

[Contact: Mike Burke, Sharon Swan, PX 48214.]

Adoption

CONSENT ITEM

1. The Policy was discussed at the January 16, 2013 School Board Meeting. The School Board directed staff to bring back the Policy in thirty (30) days and to make the following revisions:
 - Revise the delegation of authority to the Superintendent to \$250,000, per vendor per fiscal year, for Invitations to Bid, Requests for Proposals, Invitations to Negotiate and certain purchases that are exempt from competitive solicitation [Lines 257-258, 325, 367, and 405-406]. In the current Policy, the Superintendent has unlimited delegation of authority to approve purchases using Invitation to Bids and non-competed items and no authority for award of Requests for Proposals;
 - Permit the Superintendent to only delegate authority to the Chief Operating Officer and the Director of Purchasing to make certain purchases up to \$50,000 [Line 281].
2. In addition, the Policy was discussed with the Principals' Leadership Group again. Based upon such discussions, the Policy has been revised to provide:
 - Principals and Department Heads have authority to make purchases for contractual services, including Professional Services, in an amount not to exceed \$5,000, per vendor per fiscal year [Lines 142, 164, and 255].
 - Principals, when using internal funds, are delegated authority to purchase commodities when the total amount does not exceed \$15,000, per vendor per fiscal year [Line 178].

(Please note that Principals have unlimited authority to purchase commodities and services using monies from internal

accounts for the following:

graduation supplies and yearbooks in accordance with Policy 6.19; class rings; prom; homecoming; dances; Project Graduation; fundraising projects; and activities meeting the requirements of Policy 2.16 (i.e. marathon fundraisers, student sales of goods, etc.) [Line 180].

3. The recommendation for requiring authorized purchasers to obtain three or more quotes has been raised from \$2,500 to \$5,000 [Lines 195 and 447]. The current policy provides that quotes are needed for purchases above \$10,000.

POLICY 6.14

PURCHASING DEPARTMENT

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3 1. **Purpose**

4 The Purpose of this Purchasing Policy is to provide for a uniform and systematic
5 method for purchasing in an efficient, cost-effective manner in accordance with and
6 as permitted by applicable federal and state laws, Florida State Board of Education
7 Rules, School Board Policies, and administrative rules, procedures, and guidelines
8 that promote transparency and accountability in the expenditure of public funds and
9 the use of public resources. The goal of this Policy is to assist School Board
10 members and School District of Palm Beach County employees in protecting the
11 integrity of the contract award and procurement process, inspiring public
12 confidence in the process used to acquire commodities and contractual services,
13 and promoting fair, open, and non-discriminatory competition in a manner that
14 protects the School District's assets and ensures that the School District receives
15 the maximum value and quality when expending public dollars for a public purpose.

16 2. **Applicability**

17 This Policy shall govern the purchase of commodities and contractual services for
18 the School Board through the use of a competitive solicitation, where required by
19 law or as determined to be in the best interest of the School District, and purchases
20 which are specifically exempted by law from competitive solicitation, when those
21 commodities and contractual services are purchased using School Board funds,
22 grant proceeds, or internal account funds held by individual schools. In addition,
23 the procedures set forth in this Policy, with the exception of Section 5 below, shall
24 apply to purchases made pursuant to Policies 7.051 and 7.10.

25 3. **Definitions**

26 a. "Competitive solicitation" shall be defined to include purchases made through
27 the issuance of an invitation to bid (ITB), request for proposals (RFP), or
28 invitation to negotiate (ITN).

29 b. "Cone of Silence" shall refer to the period of time between the posting of the
30 contents of a competitive solicitation and the posting of a Decision or Intended
31 Decision with regard to that competitive solicitation.

32 c. "Contract procurement process" has the same meaning as "contract
33 solicitation or award process" as used in section 120.57(3), Florida Statutes.
34 This phrase includes procurements by ITB, RFP, ITN, approval of a single
35 source procurement, or other solicitation documents as permitted by law.
36

- 37 d. "Decision or Intended Decision" as used in this Policy shall have the same
38 meaning as in Uniform Rule 28-110.002(2), Florida Administrative Code, and
39 shall mean:
- 40 i. the notice of posting of the contents of a solicitation, including addenda;
- 41 ii. a determination that a specified procurement can be made only from a
42 single source;
- 43 iii. rejection of a response or all responses to a solicitation; or
- 44 iv. intention to award a contract as indicated by a posted solicitation
45 tabulation or other written notice.
- 46 e. "Environmentally Preferable Purchasing" (EPP), often referred to as "green
47 purchasing" means commodities and services that have a lesser or reduced
48 effect or harm health and the environment when compared with competing
49 commodities or services that serve the same purpose. EPP may be used in
50 the selection and acquisition of commodities and contractual services when
51 such methods are generally used throughout the industry for procuring the
52 particular commodity or contractual service, for evaluating the product to
53 determine if the product meets the District's needs, for educational purposes,
54 or when it has been determined by the Director of Purchasing that EPP will
55 provide the District with a lower cost of ownership over the life of the School
56 Board's use of the product or service. The goal of EPP is to procure
57 commodities and contractual services that most effectively minimize waste
58 and negative environmental impact by evaluating criteria such as the vendor's
59 method of manufacturing; use of recycled content; use of less harmful and
60 non-toxic materials and processes; use of energy and water efficient products
61 and processes; use of fuel efficient vehicles and equipment; use of natural
62 resource and landscaping management; use of renewable products,
63 packaging, and delivery practices; and reduces disposal cost.
- 64 f. In proceedings involving bid protests of a Decision or Intended Decision
65 arising out of the contract solicitation or award process, the terms "file" or
66 "filing" shall mean received by the Director of Purchasing during normal
67 business hours. Filing of a notice of protest or formal written protest petition is
68 permitted via regular US mail, hand delivery, electronic mail, or facsimile
69 transmission. A protestor who files a notice of protest or formal petition by
70 electronic mail or facsimile transmission represents that the original physically
71 signed document will be mailed to the Director of Purchasing immediately
72 upon submission of the notice of protest or formal petition via facsimile or
73 electronic mail. Any protestor who elects to file any document by electronic
74 mail or facsimile transmission shall be responsible for any delay, disruption, or
75 interruption of the signals and accepts the full risk that the document may not

76 be properly filed with the Director of Purchasing, as a result. The filing date for
77 a document transmitted by electronic mail or facsimile shall be the date the
78 Director of Purchasing receives the complete document. The bond, however,
79 cannot be transmitted via electronic mail or facsimile, but must be timely filed
80 with the Director of Purchasing as required by this Policy.

81 g. “Information technology” shall have the same meaning as set forth in section
82 282.0041(14), Florida Statutes.

83 h. “Invitation to bid” shall be defined as a written solicitation for competitive
84 sealed bids. The invitation to bid is used when the School Board or designee is
85 capable of specifically defining the scope of work for which a contractual
86 service is required and/or when the School Board or designee is capable of
87 establishing precise specifications defining the actual commodity or group of
88 commodities required. A written solicitation includes a solicitation that is
89 publicly posted.

90 i. “Invitation to negotiate” shall be defined as a written solicitation for competitive
91 sealed replies to select one or more vendors with which to commence
92 negotiations for the procurement of commodities or contractual services. The
93 invitation to negotiate is used when the School Board or designee determines
94 that negotiations may be necessary for it to receive the best value. A written
95 solicitation includes a solicitation that is publicly posted.

96 j. “Professional Services” shall be defined, for the purpose of procuring
97 commodities and non-construction related contractual services, to include,
98 without limitation, artistic services; academic program reviews; lectures by
99 individuals; auditing services not subject to section 218.391, Florida Statutes;
100 legal services, including attorney, paralegal, expert witness, court reporting,
101 appraisal, or mediator services; and health services involving examination,
102 diagnosis, treatment, prevention, medical consultation, or administration. The
103 term “Professional Services,” as used in this Policy, does not include those
104 services procured pursuant to section 287.055, Florida Statutes.

105 k. “Proposer” includes those vendors submitting bids, proposals, or replies to a
106 competitive solicitation.

107 l. “Request for proposals” shall be defined as a written solicitation for
108 competitive sealed proposals. The request for proposals is used when it is not
109 practicable for the School Board or designee to specifically define the scope of
110 work for which the commodity, group of commodities, or contractual service is
111 required; or the purchase is complex in nature and the School Board or
112 designee is requesting that a responsive, responsible vendor offers a solution
113 which will be evaluated by a set criteria set forth in the solicitation document.
114 A written solicitation includes a solicitation that is publicly posted.

115 4. **Delegation of Authority**

116 As set forth below, the School Board has delegated limited authority to the
117 Superintendent or his/her designee, the Director of Purchasing, Department Heads
118 or Directors, and School Principals relating to the purchase of commodities and
119 contractual services for the School District in compliance with applicable federal
120 and state laws, Florida State Board of Education Rules, School Board Policies, and
121 administrative rules, procedures, and guidelines. In addition, the School Board has
122 delegated certain authority to the Superintendent, Director of Purchasing, and the
123 General Counsel with regard to handling matters relating to Chapter 120, Florida
124 Statutes.

125 Any purchases not specifically delegated to the Superintendent or his/her
126 designee, the Purchasing Director, Department Heads or Directors, or School
127 Principals must be approved in advance by the School Board. No person, unless
128 specifically authorized to purchase commodities or contractual services under
129 School Board policies, may make any purchase or enter into any contract involving
130 the use of school or School District funds. Payment for any unauthorized purchase
131 may be the responsibility of the person placing the order.

132 a. **Department Heads or Directors**

133 i. Department Heads or Directors shall use bid-awarded vendors approved
134 by the School Board or designee, where available unless otherwise
135 approved by the Director of Purchasing. Department Heads or Directors
136 are encouraged to purchase commodities or services from industry-
137 certified School District Career and Professional Academies where
138 available.

139 ii. Authority is delegated to the Department Head or Director of each
140 department to purchase:

141 A. contractual services, including Professional Services, in an amount
142 not to exceed ~~five thousand five hundred~~ ~~dollars~~ (\$25,000) per
143 vendor per fiscal year per department, and

144 B. commodities in an amount not to exceed one thousand dollars
145 (\$1,000) per vendor per day or for travel as authorized by Policy 6.01
146 when utilizing the School District issued Purchasing Card ("P-Card"),
147 with total monthly charges to the P-Card not exceeding the amount
148 authorized by the Superintendent or designee. The Director of
149 Purchasing may approve the issuance of multiple P-Cards to certain
150 departments. Department Heads or Directors may delegate authority
151 to use such additional P-Cards to specific users within their
152 departments up to the limits set forth above.

153 iii. Department Heads or Directors may not divide the procurement of
154 commodities or contractual services so as to avoid the delegated
155 monetary threshold requirement.

156 b. **School Principals**

157 i. Principals shall use bid-awarded vendors approved by the School Board
158 or designee, where available unless otherwise approved by the Director
159 of Purchasing. Principals are encouraged to purchase commodities or
160 services from industry-certified School District Career and Professional
161 Academies where available.

162 ii. Authority is delegated to the Principal of each school center to purchase:

163 A. contractual services, including Professional Services, in an amount
164 not to exceed ~~two~~ **five** thousand ~~five hundred~~ dollars (\$~~2,5~~**5**.~~000~~) per
165 vendor per fiscal year per school;

166 B. commodities in an amount not to exceed one thousand dollars
167 (\$1,000) per vendor per day or for travel as authorized by Policy 6.01
168 when utilizing the School District issued P-Card, with total monthly
169 charges to the P-Card not exceeding the amount authorized by the
170 Superintendent or designee. The Director of Purchasing may
171 approve the issuance of multiple P-Cards to certain Principals, and
172 Principals may delegate authority to use such additional P-Cards to
173 specific users within their school centers up to the limits set forth
174 above;

175 C. additional commodities and contractual services which are to be paid
176 from the internal funds of the school as follows:

177 I. commodities when the total amount purchased does not exceed
178 ~~ten~~ **fifteen** thousand dollars (\$~~15~~**15**.~~000~~) per vendor per fiscal
179 year; and

180 II. commodities and contractual services, without limitation as to
181 the amount, for the following:

182 a. graduation supplies and yearbooks in accordance with
183 Policy 6.19;

184 b. class pictures;

185 c. class rings;

186 d. prom;

- 187 e. homecoming;
188 f. dances;
189 g. Project Graduation; and
190 h. fundraising projects and activities meeting the requirements
191 of Policy 2.16 (i.e. marathon fundraisers, student sales of
192 goods, etc.).

193 iii. In such cases where the School Board or designee has not approved a
194 vendor for the commodities or contractual services needed, the Principal
195 shall make purchases exceeding ~~two~~ five thousand ~~five hundred~~ dollars
196 (\$2,5,000), to the extent authority has been delegated above, using a
197 minimum of three (3) competitive quotes, when feasible except for
198 Professional Services, professional memberships, educational services,
199 and copyrighted materials, as set forth in State Board of Education Rule
200 6A-1.012 or other applicable laws. The purchase shall be based upon
201 lowest price quote or selection criteria developed by the Principal.

202 iv. Principals may not divide the procurement of commodities or contractual
203 service so as to avoid the delegated monetary threshold.

204 c. **Director of Purchasing**

205 i. The School Board designates the Purchasing Department as the School
206 District's official purchasing agent, and accordingly, authority is delegated
207 to the Director of Purchasing to:

208 A. determine the appropriate and most cost-effective purchasing
209 method of contract procurement, including competitive solicitations,
210 direct negotiations, and/or methods that allow the School District to
211 take advantage of value discounts and special pricing agreements,
212 where appropriate;

213 B. approve the evaluation criteria for procuring commodities and
214 contractual services, including any preference required or allowable
215 by law or School Board policy;

216 C. oversee the competitive solicitation process in collaboration with the
217 School District end-user to include receiving formal information
218 through Requests for Information when needed; create the
219 competitive solicitation document; approve the specifications, terms,
220 and conditions, which may include using EPP methods; select
221 members of the evaluation committee/team; and receive, open,
222 tabulate, and evaluate proposals, responses, bids, and replies in

- 223 accordance with the provisions of this Policy;
- 224 D. receive and process any and all notices of protest and formal written
225 protests for the purpose of determining whether the notices or written
226 protests are timely and have a timely and properly posted bond;
227 hold the informal resolution meeting as required by Chapter 120,
228 Florida Statutes, dismiss any invalid bid protests as determined by
229 the Office of General Counsel; and report any valid bid protests to
230 the School Board at least quarterly;
- 231 E. approve and issue purchase orders for purchases made in
232 accordance with this Policy;
- 233 F. track ITB, ITN, RFPs, and other Board-awarded contracts to ensure
234 that the amount of funds encumbered by purchase orders does not
235 exceed the budgeted funds approved by the School Board;
- 236 G. oversee negotiations with vendors when appropriate;
- 237 H. oversee the P-Card Program;
- 238 I. provide purchasing oversight of the Supply and Redistribution
239 Warehouse and Mailroom;
- 240 J. prepare and execute Certificates of Entitlements for the purpose of
241 tax savings as required by section 212.086(6), Florida Statutes and
242 Rule 12A-1.094, Florida Administrative Code; and
- 243 K. approve and issue purchase orders for Direct Material Purchases for
244 the purpose of tax savings as allowed by section 212.086(6), Florida
245 Statutes and Rule 12A-1.094, Florida Administrative Code.
- 246 ii. The Director of Purchasing shall provide prior notice to the Office of the
247 Inspector General, in writing, of any evaluation committee/team meeting
248 where any matter relating to commodities or contractual services will be
249 discussed.
- 250 d. **Superintendent/Designee**
- 251 i. Authority is delegated to the Superintendent or his/her designee (Chief
252 Operating Officer or Director of Purchasing only) to:
- 253 A. approve purchases for departments and schools for Professional
254 Services in an amount in excess of ~~two~~ five thousand five hundred
255 dollars (\$2,5,000) and up to ten thousand dollars (\$10,000);

- 256 B. approve purchases for commodities and contractual services, not
257 including Professional Services, up to ~~two hundred fifty thousand~~
258 ~~(\$250,000) five hundred thousand dollars (\$500,000) per vendor per~~
259 fiscal year, except where specifically set forth herein. A monthly
260 report of such purchases must be provided to the School Board;
- 261 C. reject any or all proposals, responses, bids, or replies to any
262 competitive solicitation and re-compete or purchase the required
263 commodities or contractual services in any manner authorized by
264 this Policy; and
- 265 D. approve purchases of the following commodities and contractual
266 services without limitation as to the amount:
- 267 I. emergency purchases as defined in this Policy;
- 268 II. regulated utilities or government-franchised services;
- 269 III. media advertisements (newspaper, radio, television, etc.);
- 270 IV. subscription services;
- 271 V. professional association fees or membership dues for
272 educational or non-profit organizations that serve the needs of
273 the School District;
- 274 VI. Florida Department of Law Enforcement for Level II screenings
275 of employees and vendors;
- 276 VII. travel expenditures and reimbursements in compliance with
277 Policy 6.01 and Chapter 112, Florida Statutes; and
- 278 VIII. postage.
- 279 ii. The Superintendent's authorization to delegate purchasing authority to
280 the Chief Operating Officer or Director of Purchasing as permitted in
281 sections 4(d)(i)(B) or 4(d)(i)(D) above, shall be limited to \$50,000 per
282 purchase.
- 283 iii. Authority is delegated to the Superintendent to handle matters relating to
284 Chapter 120, Florida Statutes, Administrative Proceedings, including
285 administrative hearings;
- 286 A. ruling on motions to extend the deadline for filing a formal written
287 protest or other petitions for administrative hearing;

- 288 B. referring formal written protests or other petitions for administrative
289 hearings pursuant to section 120.57(3), Florida Statutes, to the
290 Division of Administrative Hearings;
- 291 C. entering orders determining whether a formal written protest, or other
292 petition for administrative hearing is timely and appropriately filed or
293 meets required pleading requirements;
- 294 D. entering final orders approving or rejecting administrative actions
295 related to settlements, withdrawn petitions, voluntary case closures,
296 and other undisputed procedural matters associated with the
297 initiation or closure of administrative proceedings; and
- 298 E. executing final orders following School Board action.

299 e. **General Counsel**

- 300 i. Authority is delegated to the General Counsel for the following matters
301 relating to Chapter 120, Florida Statutes, Administrative Proceedings,
302 including administrative hearings:
- 303 A. ruling on motions to extend the deadline for filing a formal written
304 protest or other petitions for administrative hearing;
- 305 B. conducting or otherwise arrange for the conducting of informal
306 proceedings;
- 307 C. referring formal written protests or other petitions for administrative
308 hearings pursuant to section 120.57(3), Florida Statutes, to the
309 Division of Administrative Hearings;
- 310 D. entering orders determining whether a formal written protest, or other
311 petition for administrative hearing is timely and appropriately filed or
312 meets required pleading requirements;
- 313 E. entering final orders approving or rejecting administrative actions
314 related to settlements, withdrawn petitions, voluntary case closures,
315 and other undisputed procedural matters associated with the
316 initiation or closure of administrative proceedings; and
- 317 F. executing final orders following School Board action.

- 318 5. **Purchasing Methods.** The School Board or its designee shall purchase
319 commodities and contractual services as set forth below. Such purchases shall not
320 exceed the applicable appropriation in the School Board budget for each fiscal year
321 and the funds for such purchases shall not be otherwise encumbered.

- 322 a. **Competitive Solicitation.** The School Board or its authorized designee may
323 approve contracts resulting from competitive solicitations where required by
324 law or when in the best interest of the School District. Such contracts in excess
325 of ~~two hundred fifty thousand dollars (\$250,000)~~ five hundred thousand dollars
326 (~~\$500,000~~) per vendor per fiscal year must be submitted to the School Board
327 for approval.
- 328 i. **Request for Proposals (RFP).** Except as authorized by law or rule,
329 proposals shall be requested from three (3) or more sources for
330 commodities and contractual services exceeding the amount established
331 in Rule 6A-1.012(7), Florida Administrative Code. The contract may not
332 be divided so as to avoid this monetary threshold. In awarding to a
333 Proposer pursuant to a Request for Proposals, the School Board or its
334 authorized designee may award to one or more responsive, responsible
335 Proposers in accordance with the selection criteria published in the
336 Request for Proposals.
- 337 ii. **Invitation to Bid (ITB).** Except as authorized by law or rule, ITBs or
338 reverse auctioning bids shall be requested from three (3) or more sources
339 for commodities and contractual services when requisitioning any item or
340 group of similar items exceeding the amount established in Rule 6A-
341 1.012(7), Florida Administrative Code. The contract may not be divided so
342 as to avoid this monetary threshold. In acceptance of responses to ITBs
343 or bids through reverse auctioning, the School Board or its authorized
344 designee shall accept the lowest bid from a responsive and responsible
345 bidder meeting all specifications, terms, and conditions published in the
346 ITB. In the alternative, the School Board or its authorized designee may
347 award to the responsive, responsible bidder offering the lowest cost as
348 the primary awardee and the next responsive, responsible bidder offering
349 the next lowest cost as an alternate awardee(s) meeting all specifications,
350 terms, and conditions. Nothing herein is meant to prevent multiple awards
351 to the responsive and responsible bidders when such multiple awards are
352 clearly stated in the bid solicitation documents.
- 353 iii. **Invitation to Negotiate (ITN).** When procurement for commodities and
354 contractual services exceeding the amount established in Rule 6A-
355 1.012(7), Florida Administrative Code, is not practicable by an ITB or an
356 RFP, the Superintendent or his/her designee may solicit competitive
357 sealed replies to determine the best method for achieving specific goals
358 or solving a particular problem and select one or more vendors with which
359 the School Board's authorized designee may negotiate a contract in order
360 to receive the best value based upon objective factors that may include,
361 but are not limited to, price, quality, design, and workmanship.
- 362 b. **Alternate Source Contracting.** The School Board or its designee may

363 purchase commodities or contractual services from contracts that have been
364 awarded by another governmental agency, by a group of governmental
365 agencies, or as a participant of a group of governmental agencies as allowed
366 by law and when in the best interest of the School District. Such contracts in
367 excess of **two hundred fifty thousand (\$250,000)** five hundred thousand dollars
368 (\$500,000) per fiscal year must be submitted to the School Board for approval.

369 i. **Department of Management Services.** As required by section
370 1001.42(12)(j), Florida Statutes, the School Board or its authorized
371 designee shall receive and give consideration to the prices available to it
372 under rules of the Department of Management Services, Division of
373 Purchasing. The School Board or its designee may use prices established
374 by the Division of Purchasing through its state purchasing agreement
375 price schedule under the same conditions for use imposed on state
376 agencies.

377 ii. **Other Agency or Group of Agencies.** The School Board or its
378 authorized designee may make purchases at or below the specified
379 prices from contracts awarded by other city or county governmental
380 agencies, other district school boards, community colleges, federal
381 agencies, public or governmental agencies of any state, state university
382 systems, or from cooperative, interlocal, or pooled bid agreements, when
383 the Proposer will permit purchases by the School Board at the same
384 terms, conditions, and prices (or below such prices) awarded in such
385 contract, and such purchases are to the economic advantage of the
386 School Board.

387 iii. **Pool Purchases.** The School Board or its authorized designee may
388 purchase school buses, equipment, and related contractual needs and
389 supplies through the pool-purchase provisions of section 1006.27, Florida
390 Statutes.

391 iv. **Purchasing Consortium.** The School Board shall enter into interlocal
392 agreements as provided in section 163.01, Florida Statutes, to establish
393 school district consortium and maximize purchasing power for
394 commodities and contractual services. A consortium may be nationwide,
395 statewide, or regional as appropriate to achieve the lowest cost. The
396 Director of Purchasing shall provide the School Board with a monthly
397 report of any purchases made through a Purchasing Consortium.

398 c. **Direct Negotiation**

399 i. The School Board or its authorized designee may approve contracts
400 using direct negotiations where allowed by law, and when in the best
401 interest of the School District. **The Director of Purchasing shall maintain**

402 adequate documentation commensurate with the value of the contract
403 reflecting (a) the rationale for using direct negotiation as the purchasing
404 method and (b) the basis for determining that the resulting contract is in
405 the best interest of the District. Such C~~on~~tracts in excess of two hundred
406 fifty thousand (\$250,000) five hundred thousand dollars (\$500,000) per
407 vendor per fiscal year shall be adequately documented to ensure the
408 proposed contract is in the best interest of the School District and must be
409 submitted to the School Board for approval, with the exception of
410 emergency purchases which will be ratified as indicated herein, and
411 regulated utilities or government-franchised services.

412 A. **Finding of No Acceptable Firm Proposal or Less than Two**
413 **Responsive Proposals.** Where competitive solicitations have been
414 requested in the manner prescribed by this Policy, and the School
415 Board, through the Director of Purchasing, makes a specific finding
416 in writing that:

417 I. no valid or acceptable firm proposal has been received within
418 the prescribed time, the Director of Purchasing may enter into
419 negotiations with suppliers of such commodities and contractual
420 services; or

421 II. less than two responsive proposals for commodity or contractual
422 services were received, the Director of Purchasing, may
423 negotiate on the best terms and conditions or decide to reject all
424 proposals. The Director of Purchasing shall document the
425 reasons that negotiating terms and conditions with a particular
426 Proposer is in the best interest of the School District in lieu of re-
427 soliciting proposals.

428 ii. **Competitive Solicitation Waived or Not Required.** As provided in Rule
429 6A-1.012, Florida Administrative Code; section 1010.04(4)(a), Florida
430 Statutes; or other laws, in addition to the methods described above, the
431 School Board or its authorized designee may purchase commodities and
432 contractual services without requesting competitive proposals, bids, or
433 replies from three or more sources, as set forth below:

434 A. **Less than the amount established in Rule 6A-1.012(7), Florida**
435 **Administrative Code of Funds Expended.** For purchases where
436 less than the amount established in Rule 6A-1.012(7), Florida
437 Administrative Code of Funds will be expended, the School Board,
438 the Superintendent or his/her designee, Department Heads or
439 Directors, and/or School Principals may make and/or approve
440 purchases of the commodities and contractual services in
441 compliance with applicable federal and state laws; Florida Board of

442 Education Rules; School Board Policies; administrative rules,
443 procedures, and guidelines; and this Policy.

444 Competitive quotes shall be requested from three (3) or more
445 sources for commodities and contractual services when
446 requisitioning any item or group of similar items exceeding ~~two~~ **five**
447 thousand ~~five hundred~~ dollars (\$~~2,5~~ **5**,000) except as exempted by
448 Rule 6A-1.012, Florida Administrative Code or other applicable laws.

449 B. **Information Technology.** The School Board, when acquiring,
450 whether by purchase, lease, lease with option to purchase, rental or
451 otherwise, information technology, as defined in section
452 282.0041(14), Florida Statutes, may make any acquisition through
453 the competitive solicitation process as described herein or by direct
454 negotiation and contract with a vendor or supplier, as best fits the
455 needs of the School District as determined by the Director of
456 Purchasing. The Director of Purchasing shall document in writing the
457 reasoning for concluding that direct negotiation instead of
458 competitive solicitation is in the best interest of the School District.

459 C. **Risk Management.** The School Board may, except as otherwise
460 required by statute, utilize the competitive solicitation process or
461 enter into direct negotiations and contract with a vendor or supplier
462 that best meets the needs of the School District when acquiring
463 insurance, entering risk management programs, or contracting with
464 third party administrators. The purchase of employee group
465 insurance must be competitively selected in accordance with section
466 112.08, Florida Statutes.

467 D. **Educational Services/Copyrighted Materials.** The School Board or
468 its authorized designee may purchase educational services and any
469 type of copyrighted materials including, without limitation, educational
470 tests, textbooks, printed instructional materials, computer software,
471 films, filmstrips, videotapes, dvds, disc or tape recordings, digital
472 recordings, or similar audio-visual materials, library and reference
473 books, and printed library cards where such materials are purchased
474 directly from the producer or publisher, the owner of the copyright, an
475 exclusive agent within the state, a governmental agency, or a
476 recognized educational institution.

477 E. **PRIDE/RESPECT.** The School Board or its authorized designee may
478 purchase commodities and contractual services from PRIDE (Prison
479 Rehabilitative Industries and Diversified Enterprises, Inc.) or
480 RESPECT (Florida's preferential purchasing program for individuals
481 with disabilities), as authorized by Florida Statutes.

- 482 F. **Regulated Utilities.** The School Board or its authorized designee
483 may purchase regulated utilities or government-franchise services.
- 484 G. **Grant or Law.** The School Board or its authorized designee may
485 enter into a contract where state or federal law, a grant, or state or
486 federal agency contract prescribes with whom the School Board
487 must contract or if the rate of payment is established during the
488 annual appropriation process.
- 489 H. **Professional Services.** The School Board or its authorized
490 designee may purchase Professional Services as set forth herein.
- 491 I. **Sole Source.** When School District's Director of Purchasing believes
492 that commodities or contractual services are available only from a
493 single source, the Director of Purchasing shall electronically or
494 otherwise publicly post a description of the commodities or
495 contractual services sought for a period of at least seven (7)
496 business days. The description must include a request that
497 prospective vendors provide information regarding their ability to
498 supply the commodities or contractual services described. If it is
499 determined in writing by the Director of Purchasing, after reviewing
500 any information received from prospective vendors, that the
501 commodities or contractual services are available only from a single
502 source, the Director of Purchasing shall provide notice of the
503 Decision or Intended Decision to enter a single source contract in the
504 manner specified in section 120.57(3), Florida Statutes, and may
505 negotiate on the best terms and conditions with the single source
506 vendor.
- 507 J. **Emergency Purchases.** The School Board or its designee may
508 dispense with requirements for competitive solicitations for the
509 emergency purchase of commodities or contractual services when
510 the Superintendent determines in writing that an immediate danger to
511 the public health, safety, or welfare or other substantial loss to the
512 school district requires emergency action. After the Superintendent
513 makes such a written determination, the Director of Purchasing may
514 proceed with the procurement of commodities or contractual services
515 necessitated by the immediate danger, without requesting
516 competitive solicitations. However, such an emergency purchase
517 shall be made by obtaining pricing information from at least two
518 prospective vendors, which must be retained in the contract file,
519 unless the Superintendent determines in writing that the time
520 required to obtain pricing information will increase the immediate
521 danger to the public health, safety, or welfare or other substantial
522 loss to the school district. The Superintendent shall seek ratification

523 of this purchase by the School Board at the next regularly scheduled
524 business meeting.

525 K. **Food Service.** In compliance with Rule 5P-1.003, Florida
526 Administrative Code and Policy 6.17, the School Board may exempt
527 food products, except milk, from the bid requirements of Rule 6A-
528 1.012, Florida Administrative Code. Milk may be exempt under the
529 following conditions:

530 I. the Superintendent or designee has made a finding that no valid
531 or acceptable firm bid has been received within the prescribed
532 time; or

533 II. the Superintendent or designee has made a finding that an
534 emergency situation exists and may enter into negotiations with
535 suppliers of milk and shall have the authority to execute
536 contracts under whatever terms and conditions as the
537 Superintendent or designee determines to be in the best interest
538 of the school system.

539 L. **Maintenance/Service/Warranty.** The School Board or its designee
540 may award contracts for maintenance and/or service contracts, on
541 various types of technical equipment, that are offered and/or supplied
542 only by the original manufacturer or its representative, or that are
543 required to maintain the integrity of the manufacturer's warranty, or
544 that are part of the manufacturer's rental/lease/lease purchase
545 agreement terms and conditions.

546 6. **Online and Electronic Procurement and Notice**

547 a. **On-line Solicitations.** The Director of Purchasing may utilize a third-party on-
548 line system to post solicitations, including addenda; descriptions of
549 commodities or contractual services believed to be available only from a single
550 source; and notices of Decisions or Intended Decisions, and to receive
551 responses, bids, and replies from Proposers.

552 b. **Purchasing Card.** The Superintendent or his/her designee may utilize
553 procurement cards, to purchase commodities and contractual services as
554 deemed to be in the best interest of the District and consistent with School
555 Board Policy. Selected staff will be eligible to use a P-Card upon approval by
556 the Superintendent or his/her designee of the prospective user's signed
557 Purchasing Card Application (PBSD 2076) and Cardholder Acceptance
558 Guidelines and Contract (PBSD 2077), which contain the appropriate-use
559 standards and procedures. Pursuant to PBSD 2077, each user shall
560 acknowledge, by signing the Application and Acceptance Guidelines and
561 Contract, that the user must reimburse the District for any misuse of the

562 purchasing card and that a violation of those standards and procedures will be
563 cause for discipline up to and including termination.

564 7. **Advance Payments.** To ensure adequate protection to the School District that
565 goods and contractual services will be provided, advanced payment for goods and
566 contractual services is discouraged. With adequate safeguards, however, the
567 School Board may approve advance payments for contracts requiring School
568 Board approval; the Superintendent or his/her designee may approve advance
569 payments for contracts requiring his/her approval; and the Director of Purchasing
570 may approve advance payments for all other contracts, as follows:

571 a. for maintenance agreements, software license agreements, subscriptions,
572 contracts to reserve space, and certain other commodities, when advance
573 payment will result in a savings to the School District equal to or greater than
574 the amount the School District would earn by investing the funds and paying in
575 arrears, or where those items are essential to the operation of the School
576 District and are available only if advance payment is made; or

577 b. in accordance with Policy 6.01 regarding certain employee travel expenses.

578 8. **Integrity of the Award Process**

579 a. From the time the ITB, RFP, ITN, or other competitive solicitation is posted and
580 the time a Decision or Intended Decision is posted, potential Proposers and
581 employees, representatives, partners, director, officers, or other individuals
582 acting on behalf of the Proposer, shall be prohibited from lobbying any School
583 District employee, Member of the School Board, Member of a School District
584 Advisory Committee that may evaluate the awarded contract, or person
585 selected to evaluate or recommend selection of the awarded Proposer.
586 Lobbying in violation of this Policy or the School Board's Lobbying Policy
587 during the Cone of Silence shall result in rejection/disqualification of the
588 Proposer from award of a contract arising out of the ITB, RFP, ITN, or other
589 competitive solicitation. Further, in order to protect the integrity of the award
590 process, all questions regarding the ITN, RFP, ITB, or other competitive
591 solicitation must be directed to the Purchasing Department who will respond in
592 writing and post such response to ensure that all vendors receive the same
593 information during the Cone of Silence.

594 b. After the Decision or Intended Decision is posted, any persons including
595 Proposers, or those acting on behalf of the Proposers, may discuss with any
596 Board Member the merits of any ITB, RFP, ITN, or other competitive
597 solicitation on which School Board action may be taken. Members of the
598 School Board shall disclose any ex-parte communications in accordance with
599 section 286.0115, Florida Statutes. Such disclosure shall be made before or
600 during the public meeting at which time a vote will be taken on the award of a

- 601 contract.
- 602 c. Sealed bids, proposals, or replies received in response to a competitive
603 solicitation are exempt from section 119.07(1), Florida Statutes and section
604 24(a), Article I of the State Constitution until such time as the School Board or
605 authorized designee provides notice of a Decision or Intended Decision or until
606 thirty (30) days after opening the bids, proposals, or final replies, whichever is
607 earlier.
- 608 d. Any portion of a meeting at which a negotiation with a Proposer is conducted
609 pursuant to a competitive solicitation, at which a Proposer makes an oral
610 presentation as part of a competitive solicitation, or at which a Proposer
611 answers questions as part of a competitive solicitation is exempt from section
612 286.011, Florida Statutes, and section 24(b), Art. I of the State Constitution.
613 Any portion of an evaluation committee meeting at which negotiation
614 strategies are discussed is exempt from section 286.011, Florida Statutes, and
615 section 24(b), Art. I of the State Constitution. A complete recording shall be
616 made of any portion of an exempt meeting. No portion of the exempt meeting
617 may be held off the record.
- 618 9. **Protests Arising from the Contract Solicitation or Award Process.** This section
619 implements section 120.57(3), Florida Statutes and Chapter 28-110, Florida
620 Administrative Code.
- 621 a. **School District's Notice of Decision or Intended Decision.** Pursuant to
622 section 120.57(3), Florida Statutes, the Director of Purchasing shall post
623 notice of a Decision or Intended Decision concerning a solicitation or contract
624 award arising out of the contract solicitation or award process by electronic
625 posting. "Electronic posting" or "electronically post" means the noticing of
626 solicitations, agency decisions or intended decisions, or other matters relating
627 to procurement on a centralized Internet website designated for this purpose.
628 This notice shall contain the following statement: "Failure to file a protest within
629 the time prescribed in section 120.57(3), Florida Statutes, or failure to post a
630 bond or other security required by law within the time allowed for filing a bond
631 shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."
- 632 b. **Notice of Protest.** In a contract procurement process, any person who is
633 adversely affected by the agency Decision or Intended Decision and intends to
634 protest the Decision or Intended Decision, shall file a notice of protest in
635 writing with the Director of Purchasing within seventy-two (72) hours after the
636 posting of the notice of Decision or Intended Decision. With respect to a
637 protest of the terms, conditions, and specifications contained in a solicitation,
638 including any provisions governing the methods for ranking bids, proposals, or
639 replies, awarding contracts, reserving rights of further negotiation, or modifying
640 or amending any contract, the notice of protest shall be filed in writing within

- 641 seventy-two (72) hours after the posting of the solicitation.
- 642 i. A notice of protest should not be filed before the seventy-two (72) hour
643 period begins. The seventy-two (72) hour period begins upon posting of
644 the Decision or Intended Decision.
- 645 ii. The notice of protest must be actually received by the Purchasing
646 Department before the seventy-two (72) hour period expires. The
647 seventy-two (72) hour period excludes Saturdays, Sundays, and holidays
648 when the School District administrative office is closed. The seventy-two
649 (72) hour period is not extended by service of the notice of protest by
650 mail. Failure to timely file a notice of protest shall constitute a waiver of
651 proceedings under this section and section 120.57(3), Florida Statutes.
- 652 iii. The notice of protest shall identify the procurement by number and title or
653 any other language that will clearly enable the School District to identify it;
654 and it shall state that the person intends to protest the decision.
- 655 c. **Formal Written Protest.** The protestor shall file a formal written protest within
656 ten (10) days after the date the notice of protest is filed. Failure to timely file
657 the formal written protest shall constitute a waiver of proceedings under this
658 Policy and section 120.57(3), Florida Statutes. The ten (10) day period for filing
659 the petition is not extended by service of the petition by mail.
- 660 i. The formal written protest shall be a petition that:
- 661 A. states with particularity the facts and law upon which the protest is
662 based;
- 663 B. contains all the information specified in Rule 28-106.201(2), Florida
664 Administrative Code and Rule 28-106.301(2), Florida Administrative
665 Code;
- 666 C. is substantially in the form of petition set forth in Rule 28-110.004(2),
667 Florida Administrative Code, naming "The School Board of Palm
668 Beach County, Florida" as the Respondent; and
- 669 D. should include a request for a hearing involving disputed issues of
670 material fact; or, if the relevant facts are not in dispute, the petition
671 should so allege and request a hearing not involving disputed issues
672 of material fact.
- 673 ii. Pursuant to Rule 28-110.004(1), Florida Administrative Code, if the formal
674 written protest is filed in proper form within the seventy-two (72) hour
675 period for filing a notice of protest, the formal written protest will also
676 constitute the notice of protest, and all time limits applicable to a notice of

677 protest are waived and the time limits relative to formal written protests
678 shall apply.

679 iii. **Posting the Bond.** The party protesting the bid specification or
680 recommended award shall be required to post a bond in a form consistent
681 with Rule 28-110.005(2), Florida Administrative Code and timely submit
682 that bond to the School District Purchasing Department.

683 iv. **Bond: Commodities (Other than Lease of Space) and Contractual**
684 **Services (Including Professional Services and Insurance).** Any
685 person who files an action protesting a Decision or Intended Decision
686 pertaining to a solicitation or contract award shall post with the Director of
687 Purchasing, at the time of filing the formal written protest, a bond secured
688 by an acceptable surety company in Florida, payable to "The School
689 Board of Palm Beach County, Florida" in an amount equal to one percent
690 (1%) of the School District's estimate of the dollar value of the proposed
691 contract.

692 A. The School District shall provide the estimated contract amount to
693 the protestor within seventy-two (72) hours (excluding Saturdays,
694 Sundays, and holidays when the School District administrative office
695 is closed) after the filing of the notice of protest. The estimated
696 contract amount is not subject to protest under this Policy or section
697 120.57(3), Florida Statutes. This information may be provided as part
698 of the Decision or Intended Decision documents. In lieu of a bond,
699 the Director of Purchasing may accept a cashier's check, official
700 bank check, or money order in the amount of the bond.

701 B. The bond shall be conditioned upon the payment of all costs and
702 charges which may be adjudged against the protestor in the
703 administrative hearing in which the action is brought and in any
704 subsequent appellate court proceeding.

705 C. If, after completion of the administrative hearing process and any
706 appellate court proceedings, the School Board prevails, it shall be
707 entitled to recover all costs and charges which are included in the
708 final order or judgment, excluding attorney's fees. Upon payment of
709 such costs and charges by the person protesting the Decision or
710 Intended Decision or contract award, the bond, cashier's check,
711 official bank check, or money order shall be returned to the protestor.
712 If, after the completion of the administrative hearing process and any
713 appellate court proceedings, the protestor prevails, the protestor may
714 recover from the School Board the costs and charges which are
715 included in the final order or judgment, excluding attorney's fees.

- 716 v. **Bond: Construction Purchasing.** Bonds related to construction
717 purchasing are separately governed by Policy 7.10, and protestors
718 regarding competitive procurement related to educational facilities shall
719 be required to post a bond in the amount specified in section 255.0516,
720 Florida Statutes, which also governs recovery of fees and costs including
721 attorney's fees. With respect to a protest of the terms, conditions, and
722 specifications contained in a solicitation, protestors shall post a bond in
723 the amount of one percent (1%) of the School District's estimate of the
724 dollar value of the proposed contract or \$5,000, whichever is greater.
- 725 d. **Staying the Procurement Process.** Upon timely receipt of the formal written
726 protest petition, the solicitation or contract award process shall be stopped
727 until the subject of the protest is resolved by final agency action, unless the
728 Superintendent sets forth in writing particular facts and circumstances which
729 require the continuance of the solicitation or contract award process without
730 delay in order to avoid an immediate and serious danger to the public health,
731 safety, or welfare.
- 732 e. **Informal Resolution Meeting.** The Director of Purchasing shall provide an
733 opportunity to resolve the protest by mutual agreement between the parties
734 within seven (7) days (excluding Saturdays, Sundays, and holidays when the
735 School District administrative offices are closed) of receipt of the formal written
736 protest. All affected parties shall be notified of the notice of protest.
- 737 i. **Hearing.** If the protest is not resolved by mutual agreement within seven
738 (7) days (excluding Saturdays, Sundays, and holidays when the School
739 District administrative offices are closed) after receipt of the formal written
740 protest; and
- 741 A. if there is no disputed issue of material fact, an informal proceeding
742 shall be conducted pursuant to section 120.57(2), Florida Statutes
743 and applicable Board Policies, and may be conducted before an
744 impartial hearing officer who is a member in good standing of The
745 Florida Bar; or
- 746 B. if there is a disputed issue of material fact, in accordance with
747 section 120.569, Florida Statutes, the protest shall be referred within
748 fifteen (15) days after the Director of Purchasing receives the Formal
749 Written Protest to the Division of Administrative Hearings for a formal
750 hearing under section 120.57(1), Florida Statutes.
- 751 ii. **As stated in section 120.57(3)(f), Florida Statutes, the burden of proof**
752 shall rest with the party protesting the proposed agency action.
- 753 A. **In any bid-protest proceeding contesting an intended agency action**
754 to reject all bids, proposals, or replies, the standard of review shall

755 be whether the School Board's intended action is illegal, arbitrary,
756 dishonest, or fraudulent.

757 B. In competitive-procurement protests other than those contesting an
758 intended agency action to reject all bids, proposals, or replies, the
759 hearing officer or administrative law judge will conduct a de novo
760 proceeding to determine whether the School Board's proposed
761 action is contrary to the governing statutes, the School Board's
762 Policies, or the solicitation documents. The standard of proof for such
763 proceedings shall be whether the proposed agency action was
764 clearly erroneous, contrary to competition, arbitrary, or capricious.

765 10. **Authority to Debar or Suspend**

766 a. The School Board may suspend a vendor who fails to fulfill any of its duties in
767 a contract. The School Board may reinstate any such vendor when it is
768 satisfied that further instances of default will not occur.

769 b. The School Board shall have the authority to debar a vendor for cause from
770 consideration or award of future contracts or subcontracts. The debarment
771 shall be for a period commensurate with the seriousness of the causes,
772 generally not to exceed three (3) years. When the offense is willful or blatant,
773 a longer term of debarment may be imposed, up to an indefinite period. This
774 sanction shall be imposed only when it is in the best interest of the School
775 District and for protection of the public, and not for punishment.

776 c. Good cause for Debarment or Suspension include the following:

777 i. conviction or civil judgment for commission of a fraud or a criminal
778 offense as an incident to obtaining, attempting to obtain, performing, or
779 making a claim upon any public entity contract or subcontract, or a
780 contract funded in whole or in part with public funds;

781 ii. conviction or civil judgment for commission of a fraud or a criminal
782 offense as an incident to obtaining, attempting to obtain, performing, or
783 making a claim upon any private contractor subcontract;

784 iii. conviction or civil judgment under state or federal statutes of
785 embezzlement, theft, forgery, bribery, collusion, racketeering, public entity
786 crimes, dishonest services, falsification or destruction of records,
787 receiving stolen property, or any other offense indicating a lack of
788 business integrity or business honesty;

789 iv. conviction or civil judgment for violation of state or federal antitrust
790 statutes arising out of the submission of offers, bids, or proposals;

- 791 v. violation of the School Board's Lobbying Policy;
- 792 vi. conviction or civil judgment for violating any federal or state immigration,
793 minimum wage, or any other applicable employment related law;
- 794 vii. violation of contract provisions, as set forth below, of a character which is
795 regarded by the Director of Purchasing to be so serious as to justify
796 debarment action:
- 797 A. failure without good cause to perform in accordance with the terms
798 or specifications of the contract, or within the time limit provided in
799 the contract; or
- 800 B. a record of failure to perform or of unsatisfactory performance in
801 accordance with the terms of one or more contracts; provided that
802 failure to perform or unsatisfactory performance caused by acts
803 beyond the control of the awarded Proposer or vendor doing
804 business with the School District shall not be considered to be a
805 basis for debarment;
- 806 viii. filing a lawsuit against the School Board which a court of competent
807 jurisdiction determines to be frivolous or in bad faith;
- 808 ix. any and all causes for Suspension or Revocation listed in State
809 Requirements for Educational Facilities 4.1(1)(g);
- 810 x. providing anything of value, including but not limited to, a gift, loan,
811 reward, promise of future employment, favor or service to any School
812 District employee, Board member, or member of the evaluation committee
813 for the purpose of influencing the award of a contract or the purchase of
814 items from the vendor; and
- 815 xi. any other cause the Director of Purchasing determines to be so serious
816 and compelling as to affect responsibility as a Palm Beach County
817 Schools awarded Proposer or vendor doing business with the School
818 District, including debarment by another governmental entity for any
819 cause.
- 820 d. Decision. The Superintendent may make a recommendation to the School
821 Board to debar or suspend. The School Board shall approve, reject, or modify
822 this recommendation at a public meeting.
- 823 e. Notice of Decision. A notice of the action taken by the School Board under this
824 Section shall be mailed or otherwise furnished immediately to the debarred or
825 suspended person/company and any other party intervening. This notice shall
826 include the following:

- 827 i. the reasons for the action taken; and
- 828 ii. the length of time of the debarment.
- 829 f. Any vendor who is debarred or suspended shall have the right to file a petition
830 for Administrative Hearing pursuant to sections 120.569 and 120.57, Florida
831 Statutes.

832 11. **Beneficial Interest Form and Affidavit.**

833 Vendors wishing to do business with the School Board must execute PBSB 1997.
834 At all times during the performance of the contract for goods or contractual
835 services, the vendor shall ensure that the information disclosed on such form is
836 current and correct.

837 12. **Office of the Inspector General.**

838 All vendors providing commodities or contractual services to the School Board
839 pursuant to this Policy must agree to provide the School District's Office of the
840 Inspector General with information needed to conduct an audit as permitted by
841 Policy 1.092. All written contracts evidencing a purchase made in accordance with
842 this Policy; every bid, proposal, and solicitation for contracts with outside
843 contractors and subcontractors; and every application for certification of eligibility
844 for a School Board contract or program shall contain a statement that the Inspector
845 General shall have access to all financial and performance-related records,
846 services, property, and equipment purchased in whole or in part with School Board
847 funds, and that the individual, corporation, partnership, or organization understands
848 and will abide by Policy 1.092, as applicable.

849 13. **Administrative Procedures**

850 Wherever this Policy mentions procedures to be established or implemented by the
851 Superintendent, certain internal operational procedures and guidelines may be set
852 forth in manuals where appropriate.

853 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(2); 1001.42 (26); 1001.43(2)

854 LAWS IMPLEMENTED: Fla. Stat. §§ 119.071(1)(b); 120.57(3); 255.0516; 255.25(3)(d);
855 286.0113; 1001.32(2); 1001.41(1),(4),(5); 1001.42(12)(i),(j); 1001.51(11)(i); 1006.27;
856 1010.04; 1011.06; 1011.07

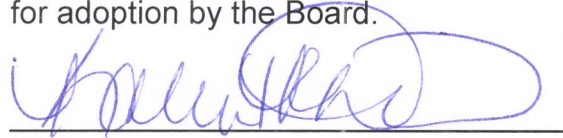
857 STATE BOARD OF EDUCATION RULE: Fla. Admin. Code Rule 6A-1.012

858 ADMINISTRATIVE PROCEDURE ACT RULES: Fla. Admin. Code Chapter 28-110

859 HISTORY: 3323, 9340.0, 2/18/72; 12/19/73; 4/6/83; 12/11/91; 11/21/95; 6/3/98; 9/22/99;
860 5/17/00; 5/24/2004; __/__/2013

Legal Signoff:

The Legal Department has reviewed proposed Policy 6.14 and finds it legally sufficient for adoption by the Board.



Attorney

2/7/13

Date