

# West Carroll Board of Education

## Administrative Procedure

Required by:  
**2.806**

Descriptor Term:  
**Technical Review of Proposals(Bids  
and Contracts)**

Approved:  
01-08-2016

The Project Director reviews the list of bidders and rejects any bids submitted by a firm appearing on the disbarment list or any bid not received by an advertised deadline.

The Project Director will open sealed bids, assisted by a project director from another department, the Federal Programs bookkeeper, or the Director of Schools.

The Project Director will compare each submitted bid to ensure that it meets published specifications. The Project Director may engage other district employees who possess specific skills to assist in the review of fidelity in regard to advertised specifications.

The Project Director will complete a cost analysis of the submitted bids.

The Project Director will determine the best cost bid as evidenced by reasons relative to the purpose of the purchase.

The Project Director will review all bids with the Director of Schools and recommend a purchase based on the best cost option, or the Project Director may recommend rejection of all bids.

Upon selection of the best bid, the Director of Schools will submit to the Board of Education all bids along with a recommendation to purchase or reject all bids.

The Board of Education reviews and discusses bids during a public meeting. The Board may accept the recommendation of the Director of Schools, accept a bid other than the Director's recommendation, or take no action.

Upon receipt of items purchased, the Project Director will inspect all items to ensure that materials are undamaged and received as represented in bid materials. Installations, repairs, and other intangible services will be reviewed to ensure that all work has been done as agreed, contracted, or specified in bid documents. The Project Director may engage other district employees who possess specific skills to assist in the review of fidelity in regard to the completion of work. In some cases, the Project Director may employ consultants to assist in such a review.

The Project Director authorizes payment for goods and services.