
Greenville Public School District Bid Process and Procedures

ADDENDUM TO PURCHASES AND THE AMOUNT IN WHICH THEY FOLLOW:

Quotes Process and Procedures

- Purchases less than \$5,000
 - Will not be required to have quotes nor submitted for bids.
- Purchases over \$5,000 but not over \$75,000
 - Will be required to obtain at least two quotes.
 - Quotes are not to be broken down if same vendor is offering the same services or supplies.

Bid Process and Procedures

- Purchases \$75,000 and greater
 - Bid Specification Package will be formulated based on scope of work reviewed by internal sources (if applicable).
 - Bid Specifications will be advertised in three (3) different networks:
 - Newspaper for two (2) consecutive weeks
 - Greenville Public School District website
 - Mississippi Contract Procurement website
 - Submitted Bid packages will be submitted to the Purchasing Clerk at the Greenville Public School Central Office, opened and reviewed three (3) days after bids close in the Business Office at 10:00 a.m. with the following staff present:
 - Business Manager
 - Director of Curriculum Elementary/Secondary
 - Purchasing Clerk
 - Assistant Business Manager in the absence of one of the other parties.
 - Approved bid will be submitted to the Superintendent for submission to the Greenville Public School Board of Trustees for approval or rejection.
 - Business Manager will forward a letter to vendors informing them of approval or rejection of stated bid packages.

Greenville Public School District will follow policies DJED and SB 2923 based on the most restrictive.