

1 **Charlo Public School District**

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3 **FINANCIAL MANAGEMENT**

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5 Procurement of Supplies or Services

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7 The Board adopts the following provisions of the Montana Procurement Act (i.e., § 18-4-101, et
8 seq., MCA):

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10 (List specific provisions, i.e.:

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12 1. § 18-4-303, MCA – Competitive sealed bidding. With the exception of construction
13 contracts, allows the District to negotiate an adjustment of the bid price with the lowest
14 responsible bidder in order to bring the bid within the amount of available funds, if, and
15 only if, all bids exceed available funds and the lowest responsible bid does not exceed
16 available funds by more than five percent (5%).
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18 2. § 18-4-306, MCA – Sole source procurement. A contract may be awarded for a supply or
19 service item without competition when, the District determines in writing that:
20 (a) there is only one source for the supply or service item;
21 (b) only one source is acceptable or suitable for the supply or service item; or
22 (c) the supply or service item must be compatible with current supplies or
23 services.
24
25 3. § 18-4-307, MCA - Cancellation of invitations for bids or requests for proposals. An
26 invitation for bids, a request for proposals, or other solicitation may be cancelled or any
27 or all bids or proposals may be rejected in whole or in part, as may be specified in the
28 solicitation, when it is in the best interests of the state. The reasons therefor must be
29 made part of the contract file.
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33 Legal Reference:	§ 18-4-121, et seq., MCA	Montana Procurement Act
34	§ 18-4-303, MCA	Competitive Sealed Bidding
35	§ 18-4-306, MCA	Sole Source Procurement--records
36	§ 18-4-307, MCA	Cancellation of invitations for bids or
37		requests for proposals
38	2.5.604, ARM	Sole Source Procurement
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40 Policy History:

41 Adopted on: 03/16/10

42 Reviewed on:

43 Revised on: 7/17/18