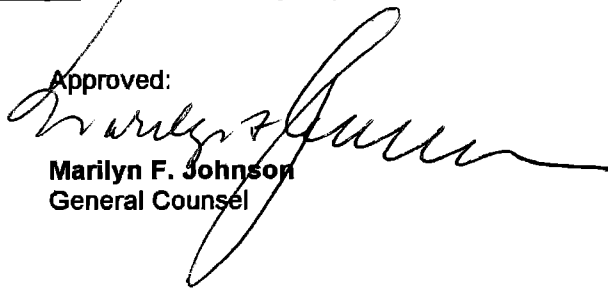


AMEND BOARD RULES 2-5.1, 2-16, 5-4.1, 5-10, 5-10.1 and 5-12

The General Counsel recommends amending the following Board Rules:

- 2-5.1 Required Contracts
- 2-16 Order of Business, Quorum
- 5-4.1 Requests for Proposals and/or Qualifications
- 5-10 Expenditures - Non Personal Service and Personal Services
- 5-10.1 Expenditure Personal Service/Consultant - Repealed 9/26/01
- 5-12 Chief Financial Purchasing Officer's Monthly Report

Approved:



Marilyn F. Johnson
General Counsel

Sec. 2-5.1 Required Contracts. Except as otherwise provided in these Rules, all expenditures for apparatus, equipment, supplies, services, repairs, goods, wares, materials, work and merchandise of any kind or description, exceeding \$10,000 which must be awarded through the competitive bid solicitation process pursuant to Board Rule 5-4, and for those expenditures for supplies, materials, non-personal services, personal and consulting services or other work exceeding \$25,000 which are not required to be awarded through the competitive bid solicitation process pursuant to Board Rule 5-4, ~~personal/consultant services exceeding \$5,000~~ either individually or collectively for consecutive purchases from the same vendor/service provider of the same item or service by the same user department/school, shall be evidenced by a written contract approved as to legal form by the Attorney General Counsel and signed by the Board and the other party. Further, all real property leases regardless of Dollar amount and all intergovernmental agreements must be evidenced by a written agreement approved as to legal form by the Attorney General Counsel and signed by the Board and the other party. For all expenditures not requiring a written contract, a purchase order must be generated with sufficient scope of services, description of deliverables and compensation information to justify the expenditure.

Sec. 2-16. Order of Business; Quorum. At each meeting of the Board of Education, the President shall take the chair at the time appointed for the meeting and shall call the same to order. The Secretary shall immediately call the roll of members. If no quorum be present, the Board of Education shall not stand adjourned thereby, but the member or members present may adjourn to a subsequent date by a majority vote of those present. At the Board meetings, Board members present by telephone shall be deemed to be present in determining the existence of a quorum and shall be permitted to speak and vote as if present in person.

A quorum for the transaction of business shall consist of a majority of the full membership of the Board of Education then serving. When a quorum is present, the order of business shall be as follows:

- A. Roll Call
- B. Closed Session
- C. Closed Session Items
- ~~E~~: D. Reading and Consideration of Minutes
- ~~D~~: E. Unfinished Business
- F. Resolutions
- G. Policies
- H. Board Rules
- ~~H~~: I. Communications
- ~~E~~: J. Non-Delegable Reports
 - 1. Board Office; General Counsel; Inspector General
 - ~~1~~: 2. ~~General Superintendent of Schools~~ Chief Executive Officer
 - ~~2~~: 3. Chief Management Officers
 - 3. 4. General Counsel
- ~~f~~: K. Delegable Reports
 - 1. ~~General Superintendent of Schools~~ Chief Executive Officer
 - 2. Chief Management Officers
 - 3. General Counsel
- ~~J~~: L. New Business
- ~~K~~: M. Adjournment

(Amended 10-31-73; 07-23-80; 01-27-82; 11-08-90; 03-26-93; 03-23-94; 10-25-95; 01-24-96; 02-23-00)

Sec. 5-4.1 Requests for Proposals and/or Qualifications. All contracts in excess of ~~\$10,000~~ \$25,000 for supplies, materials, ~~or non-personal services, personal and consulting services or other~~ work, which are not required to be awarded through the competitive Bid Solicitation process pursuant to Board Rule 5-4, except as to emergency expenditures described thereunder and purchases for which the Chief Purchasing Officer has determined only a sole supplier exists, are subject to public solicitation and award through public canvassing of Requests for Proposals or Requests for Qualifications.

The Chief Purchasing Officer shall determine and specify circumstances and conditions where it may be in the best interest of the Board to establish a pre-qualified 'pool' of responsible vendors, suppliers, consultants and contractors through the public canvassing of Requests for Qualifications. The Chief Purchasing Officer shall further establish requirements regarding the use and/or hiring of any and all pre-qualified vendors, suppliers, consultants and/or contractors.

The public canvassing of Solicitations of Bids, Requests for Proposals and/or Qualifications for contracts and purchases shall be authorized and managed by the Chief Purchasing Officer and shall be approved as to legal form by the Attorney General Counsel prior to public canvassing. The Chief Purchasing Officer shall establish requirements regarding the publication of any and all Solicitations of Bids, Requests for Proposals and/or Qualifications for contracts and purchases.

Sec. 5-10 Expenditures – Non-Personal Service. For All Items Which Are Not Required to be Awarded Through a Competitive Bid Solicitation Process Upon requisition duly signed or authorized by the General Superintendent of Schools, the Chief Purchasing Officer, the Chief Fiscal Officer or the Attorney General Counsel, as appropriate for their respective areas of responsibilities, expenditures for supplies, materials, non-personal services, personal and consulting services or other work which are not required to be awarded through the competitive bid solicitation process pursuant to Board Rule 5-4, ~~non-personal service commitments up to \$10,000.00~~ \$25,000.00 may be made by purchase order ~~or contract~~ charging appropriated funds. Such commitments of less than ~~\$10,000.00~~ \$25,000.00 (except real estate) shall be submitted reported to the Board on a monthly basis. Board approval shall be first obtained for all such commitments in excess of ~~\$10,000.~~ Contracts originally approved by the Board in any amount which require a change in the materials and work requiring an increased cumulative commitment in excess of \$10,000.00 or 10% of total cost, whichever is less, shall be first submitted to the Board before contract revision \$25,000.

Pursuant to Section 5-12 of these Rules, expenditures under \$25,000 shall be included in the Chief Purchasing Officer's monthly report.

(Amended 05-12-82; 09-07-82; 05-09-84; 07-31-91; 01-24-96)

Sec. 5-10.1 Expenditure Personal Service/Consultant. ~~Prior approval of the Board is required to retain the services of a consultant, a consulting firm or group for a specified consultant project or consecutive group of projects when the cost of such services, either individually or collectively, exceeds or is estimated to exceed \$5,000.00 per year. (Amended 07-31-91; 6-23-99)~~

~~When the expenditure or estimate for consultant services for a particular project or consecutive group of projects is, either individually or collectively, \$5,000.00 per year or less, the expenditure will be reported to the Board as part of a regular monthly report but prior approval is not required.~~

~~All consultant services requiring prior Board approval must be evidenced by a written contract approved by the Attorney as to legal form, and signed by the consultant and the Board, in accordance with Board Rule 2.5, and which must identify specific project outcomes and consultant deliverables.~~

Repealed September 26, 2001

Sec. 5-12. Chief Financial Purchasing Officer's Monthly Report. The Chief Financial Purchasing Officer shall submit a report each month of all expenditures made for items not requiring a written contract pursuant to Board Rule 2-5.1, pursuant to the provisions of ~~Section 5-10 and 5-11 of these Rules~~, showing a list of expenditures made, the purchase order issued, if any, the prices thereof, the names of those from whom the articles were purchased, and the school, department, bureau, division, or section of the Board of Education for which each expenditure was made. (Amended 12-27-67)