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PURCHASING MANUAL

2025-2026

Administration

Dr. April Vauss, Superintendent of Schools
Dr. Matin Adegboyega, Assistant Superintendent for Curriculum and Instruction
Mr. Reggie Lamptey, CPA, Assistant Superintendent for Business/Board Secretary
Mr. Sean Evans, Assistant Superintendent for Operations
Dr. Edna Correia, Assistant to the Assistant Superintendent for Curriculum and Instruction
Ms.Farrah Irving, Esq., Manager, Human Resources
Mr. Roger Monel, Associate Business Administrator

Prepared by:
Mr. Reggie Lamptey, CPA,
Assistant Superintendent for Business/Board Secretary
and
Ms. Rosie Crombie, Purchasing Manager/Trainer

Irvington Board of Education
1 University Place, 4th Floor,
Irvington, New Jersey 07111

IRVINGTON BOARD OF EDUCATION

PURCHASING DEPARTMENT
1 University Place, 4th Floor
Irvington, New Jersey 07111

Table of Contents

IRVINGTON BOARD OF EDUCATION

PURCHASING DEPARTMENT
1 University Place, 4th Floor
Irvington, New Jersey 07111

To: All District Employees

The purpose of this Purchasing Manual is to assist all Irvington Board of Education employees in the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contract Laws Title 18A:18A, et.seq.;
- New Jersey Administrative Code N.J.A.C. 5:34 et.seq.:
- New Jersey Local Public Contract Law N.J.S.A. 40A:11-1 et seq.
- Board of Education Policy; and
- NJ QSAC

This Purchasing Manual is designed to achieve three (3) goals:

1. **Adhere to law and Board Policy on purchasing;**
2. **Achieve monetary savings through proper purchasing practices: and**
3. **Support improvement in academic achievement through efficiency in purchasing.**

We ask you, the user of the purchasing system, to help us achieve these goals by observing the following purchasing practices:

Tips on Successful Purchasing

- Proper Planning – please allow enough lead time between generating a requisition and the actual date materials or services are needed. **The requisition to purchase order approval process usually takes between 4-5 business days.**
- Annual purchasing – decide what goods/services you need on an annual basis.
- Accuracy-include detailed and accurate descriptions of goods/services being purchased
- Justification-include the educational value for each purchase
- Questions: answers to Who? What? When? Why? Where? should be included on every requisition

This manual should be reviewed by department heads, principals, teachers, secretaries, and others who are involved in the purchasing process. It is imperative that everyone adhere to all purchasing laws, regulations and board policy.

If you have any questions and\or concerns regarding the following guidelines, please do not hesitate to call the **Purchasing Office at (973) 399-6800, Extension 2143.**

Thank you,

Rosie Crombie

Rosie Crombie
Purchasing Manager

IRVINGTON BOARD OF EDUCATION

Business Office

1 University Place, 4th Floor
Irvington, New Jersey 07111

TO: All Board Employees

RE: **Unauthorized Orders**

Dear Board Employee:

The Irvington Board of Education only recognizes purchases made through the approved purchase order process.

All purchases must be made by a written purchase order, with an authorized signature and a purchase order number.

Please do not make any request for goods or services unless you have obtained a written purchase order with an authorized signature and an assigned purchase order number. In addition, do not add items to an existing order.

Vendors are requested to alert Rosie Crombie, Purchasing Manager at 973-399-6800, ext. 2143 if any Board employee attempts to place an order without an authorized purchase order.

Please note that you may be held personally responsible for any unauthorized orders or purchases.

The Irvington Board of Education will only recognize purchase orders signed by Reggie Lamptey, CPA, Assistant Superintendent of Business/Board Secretary.

Thank you for your cooperation.

Reggie Lamptey

Mr. Reginald Lamptey, CPA
Assistant Superintendent for Business/Board Secretary

IRVINGTON BOARD OF EDUCATION

QUICK REFERENCE SHEET

PURCHASING

1. Always plan ahead

2. Verify Adequate Funding – Budget

3. Select Vendor and enter Requisition. Include: **Who? What? When? Where? Why?**

4. Shipping & Handling (if necessary, or if none, put "No Shipping and Handling Charges")

5. **If additional approvals are required for your requisition, in the "Department for Apprv'l" field, please select one of the following:** *(Reference Page 26-27)*

   - For items funded through Government Programs, select **"GOVS"**
   - If purchasing a technology related item or service, select **"TECH"**
   - If the Office of Early Childhood is funding your *technology* purchase, select **"ECTC"**
   - If Government Programs is funding your *technology* purchase, select **"GVTC"**

6. Board Approval

7. Second Quote (if not State Contract)

8. Contract Required *(Reference Page 5)*

9. **Do not sign Receiving Copies until Goods/ Services have been received**

10. All required documentation to support payment (Receiving Copy, Voucher, Invoice) must be received at least **7** business days in advance of board meeting to ensure payment on the next bill-run.

QUICK REFERENCE SHEET
PURCHASING CYCLE

QUICK REFERENCE SHEET - PURCHASING CYCLE

DO NOT ACCEPT GOODS/SERVICES WITHOUT A PURCHASE ORDER

- Always plan ahead
- Verify Adequate Funding - Budget
- Select Vendor
- Second Quote (if not State Contract)
- Board Approval
- Contracts (Send to contracts@Irvington.k12.nj.us)

Most SERVICES require a contract.

All services for students
All services that involve contact with students
All facility and other rentals
All services using Grant funding
All services $1,000.00 and over

In an effort to make Purchasing more efficient, all professional/ technical services under $1,000.00 in the aggregate, *and* where the vendor does have contact with students, will not require a contract or board approval, a purchase order should suffice. (NJSA 18A:18A-3(a)). Examples include business cards, name plates, binding, and other small value expenditures.

- Enter Requisition.
  - Include: Who? What? When? Where? Why?
  - Attach supporting documentation
  - Shipping & Handling (if necessary)

If purchasing a technology item,

select "TECH" in the "Dept. for Apprvl" field,
"ECTC" if funded by Early Childhood,
or "GVTC" if funded by Govt. Programs

Check status of your Purchase order in WinCap often

Do not sign Receiving Copies until Goods/Services have been received.

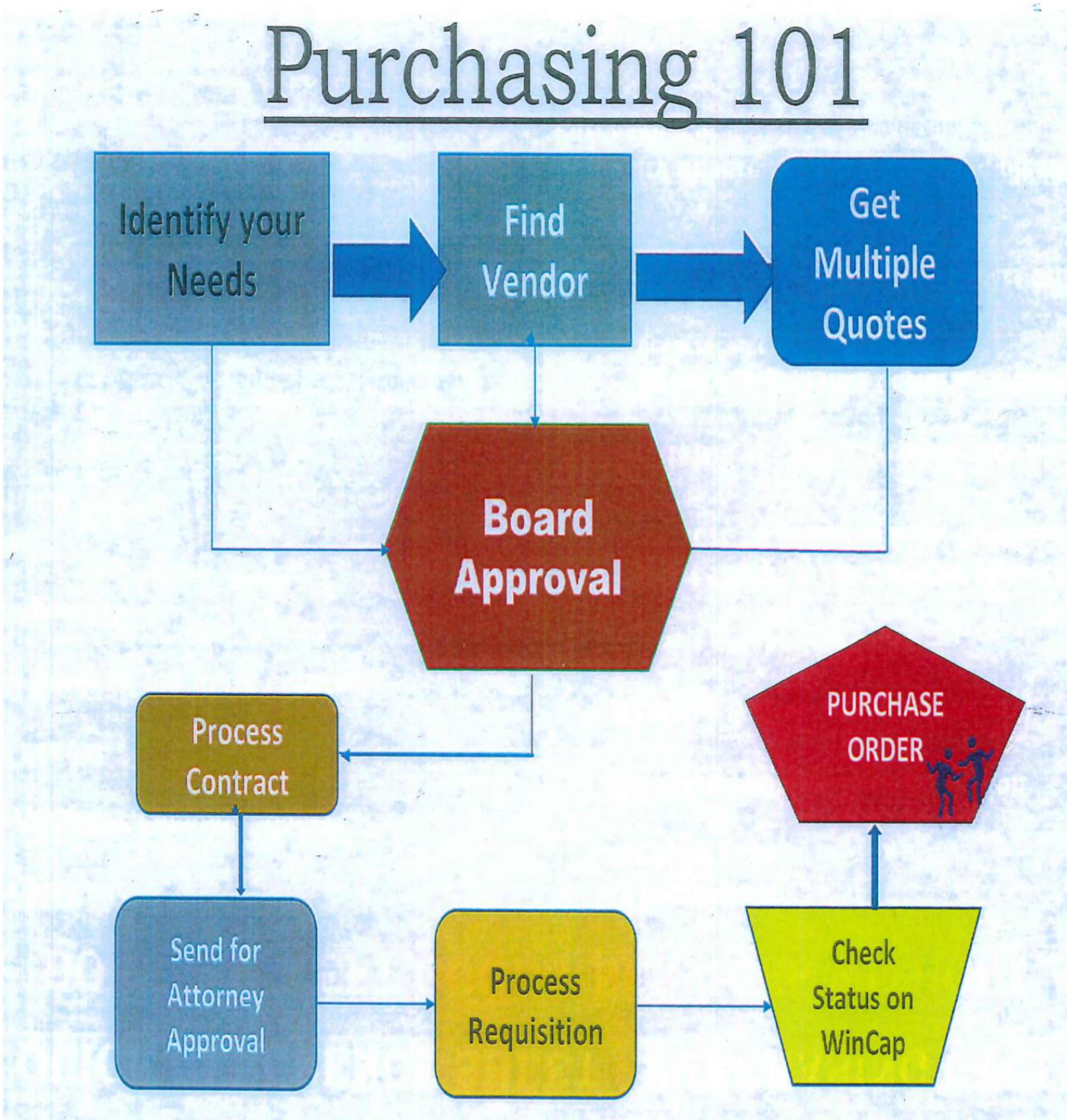
Return Receiving copies to Accounts Payable promptly

- If you are unsure or have questions, please contact Purchasing at purchasing@irvington.k12.nj.us

4

IRVINGTON BOARD OF EDUCATION

PURCHASING 101
FLOWCHART



IRVINGTON BOARD OF EDUCATION

QUICK REFERENCE SHEET

CONTRACTS

Most services **<u>will require a contract</u>**.

Examples are:

1. **All services for students**
2. **All services that involve contact with students**
3. **All facility and other rentals**
4. **All services using grant funding**
5. **All other services $1,000 and over**

Note that all contracts require Board Approval and Attorney Review. Please plan accordingly, so please plan accordingly.

If you are unsure whether a service requires a contract or have any questions about the process, please contact the Purchasing Department for guidance.

IRVINGTON BOARD OF EDUCATION

THE PURCHASING PROCESS
QUICK REFERENCE GUIDE

This quick and easy reference guide is provided to assist district employees with the purchasing process. Please post in your work area, and refer to it often as needed. Happy purchasing!

The district's **bid threshold is $53,000** and the **quote threshold is $7,950**, in the aggregate (districtwide total) effective July 1, 2025.

1. **Purchasing Prerequisites** – (Plan Ahead)
   - ❖ Below are the steps that must be completed prior to entering requisition into the WinCap System:
     - Secure Quotes
       - Obtain second quote, if necessary (required for purchases $7,950 and above in the aggregate)
       - Second quote is not necessary for State Contract or Cooperative purchases
     - Ensure availability of funds
       - Verify account number with your Accountant for accuracy
     - Select Vendor
       - Verify that vendor is in the WinCap System. If not, prepare Vendor Input Form
         - ➢ Attach W9, Business Registration Certificate, Iran, and Russia/Belarus forms
         - ➢ Submit to Purchasing, along with Vendor Input Form, for processing.
     - Obtain Board Approval, if required.
       - (Board approval is required for *most* services, including memberships, subscriptions, workshops/conferences, field trips, building repairs/improvements, graduation services, software, licenses, furniture, equipment, and all administrative purchases funded through grants)
       - **Note:** Information on requisition must match detail on board approval e.g.: vendor name, description, account numbers, dates, etc.)
     - **Obtain contract, if required** (Note that *most* services require a contract)

2. **Preparing the Requisition**
   - ❖ Create requisition in the WinCap system
     - Be detailed and specific (include item number, if available)
     - Include shipping
     - Include WHO? WHAT? WHEN? WHERE? WHY?
     - Attach board approval, if required
     - Attach vendor quote and any other supporting documentation
     - Attach second quote, if necessary ($7,950 and above in the aggregate) – Not required for State Contract and Purchasing Cooperatives vendors

IRVINGTON BOARD OF EDUCATION

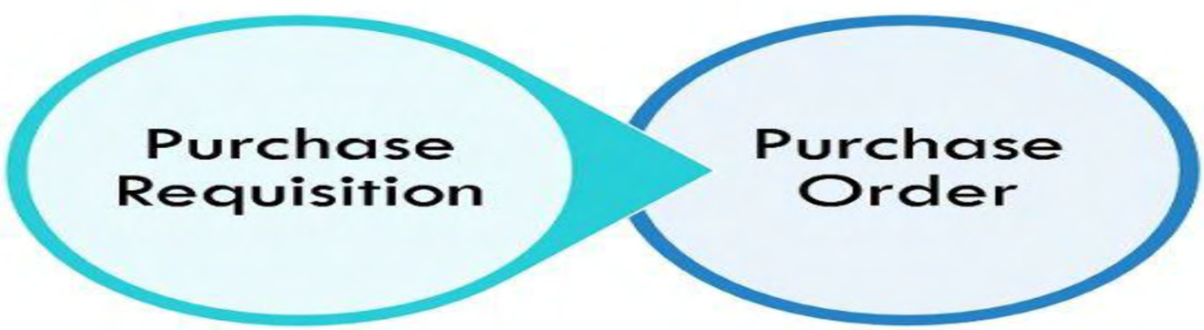
THE PURCHASING PROCESS
QUICK REFERENCE GUIDE *(Continued)*

3. **<u>Review and Approve Requisition</u>**
   - ❖ DOUBLE CHECK your work for accuracy. Please check for:
     - Correct vendor name and address
     - Spelling and grammar
     - Ensure that the requisition is written clearly
     - Disapproved requisitions - If any one of the above is missing or if the requisition is not in accordance with State Law and/or district policy, requisition will be returned for correction. Please check for disapproved requisitions daily: Correct as required in a timely manner.
     -

4. **<u>Contract Process</u>**
   - ❖ Contracts will be required for most Services and must be:
     - Board Approved
     - Have a *detailed* EXHIBIT A *(<u>a document from vendor detailing terms and itemized costs</u>)*
     - signed by vendor and Principal/Department Head
     - emailed to Business Office at **contracts@irvington.k12.nj.us**, with required signatures
     - electronically submitted for attorney review by Business Office
     - signed (executed) by the Assistant Superintendent for Business (or in his absence, the Superintendent of schools) - No one else in the district is authorized to execute contracts
     - received prior to purchase order creation

If you need further assistance, please contact:

*** Rosie Crombie x 2143**
*** Tanya Black x 2153**
*** Reynelda Powell x 215**



PURCHASING MISSION

It is the mission of the Purchasing Department to obtain the highest quality goods and services at the lowest prices and to secure the goods and services in accordance with the procurement laws of New Jersey and acceptable business practices.

ETHICS AND CONDUCT

Ethics and Conduct

All Irvington Board of Education employees should practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services, both in fact and in appearance.

School officials and employees involved in the procurement process shall not extend any favoritism to any vendor. Each recommended purchase should be based upon item quality, service, price, delivery and other applicable factors, in full compliance with School Contracts Laws.

Solicitation or Acceptance of Gifts

In order to preserve the integrity of the competitive process and to ensure there is public confidence that contracts are awarded equitably, economically and in full compliance with the Public-School Contracts Laws of New Jersey, District employees are prohibited from soliciting and/or receiving funds, gifts, materials, goods, services, favors, loans rewards, promise of future employment or anything else of value from vendors doing business with the Irvington Board of Education.

Family Members

No employee of the Irvington Board of Education shall purchase, either directly or indirectly, goods and/or services for his own agency or from any business entity of which he or his spouse or relative has a material interest.

Unauthorized Compensation

No employee of the Irvington Board of Education shall, at any time, accept any compensation, payment or thing of value when such employee knows, or with the exercise of reasonable care, should know that it was given to influence a vote or other action in which the employee was expected to participate in his/her official capacity.

Authority to Purchase

New Jersey State Law (18A:18A-2(b)) states that the Purchasing Agent or designee is the only individual in the school district who has the authority to make purchases for the Board of Education; in our case that person is the Assistant Superintendent for Business/Board Secretary.

No goods or materials may be ordered or work/service authorized by any other individual in the school district other than the Purchasing Agent:

The Assistant Superintendent for Business/Board Secretary is duly assigned the authority, responsibility and accountability for the purchasing of goods and services for the district by issuing a purchase order. A purchase order is a document authorizing (**not confirming**) a purchase transaction with a vendor (N.J.S.A. 18A:18A-2 (v)). The Assistant Superintendent for Business/ Board Secretary:

1. Prepares and signs the purchase order
2. The purchase order is emailed or mailed to the vendor
3. The vendor receives the purchase order and only then can the vendor provide the goods or services to the district

Unauthorized Purchases

An unauthorized purchase (confirming order) occurs when the formal written purchase order is sent to the vendor *after* goods and/or services have already been received. **Obtaining board approval does not eliminate the need for a purchase order prior to receipt of goods and/or services**.

No goods or services can be ordered without a valid purchase order. Purchases made without an approved purchase order, via phone, internet or in person, lack the required approvals and certification of availability of funds. Such purchases are considered unauthorized and may exclude the district from payment responsibility.

Any Irvington Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Failure to follow the law may result in personal liability.

It is illegal to purchase or obligate funding without first encumbering the funds and having a valid purchase order.

Progressive penalties listed below may be assessed by the Superintendent of Schools for unauthorized purchases:

<u>Penalties for Unauthorized Purchases</u>

• Warning Letter
• Letter to Personnel File
• Possible Suspension and/or Denial of Increment

Unauthorized purchases are a violation of State Law and Board Policy

Don't *even think* about it!

TRAVEL AND CONFERENCES
(As per Circular 20-02-OMB)

The purpose of this section is to communicate the State's regulations regarding travel. If any condition in a negotiated contract, in any administrative regulation or in any statute is in conflict with these regulations, the provisions of the contract, regulation or statute would prevail.

The Office of the Essex County Superintendent is authorized to grant waivers for overnight travel for school board members and school district employees to attend in-state conferences pursuant to guidelines issued by the Department of Education.

Travel\Conference Approval Process

- All travel in connection with official District business must have the following *prior* to attendance or departure on a trip:
  - Administrator's Approval
  - Board approval
  - Purchase order

All travel must be directly related to and within the scope of the employee's current responsibilities.

The Executive County Superintendent's Office Approval is required for the following travel:

- Per person travel exceeds **$3,500** for one travel event
- All travel outside the US

If it is determined that Executive County Superintendent Office approval is required, the approval must be obtained at least 15 business days prior to the event date and prior to the purchase order being processed.

Allowable Expenses

- Allowable Expenses are defined as those that are essential to transacting the official business of the district.
- Reimbursement for non-meal related tips are permitted up to $5 per day. Any tip paid over and above $5 will not be reimbursed.

Unallowable Expenses

- Meals for one-day trips
- Lunch or refreshments for training sessions and retreats held within the school district including in-service days and for employee participants traveling from other locations within the district.
- Training to maintain a certification that is not required as a condition of employment.
- Gratuities or tips in excess of those permitted by Federal per diem rates;
- Charges for alcoholic beverages
- Charges for laundry, valet service, entertainment

TRAVEL AND CONFERENCES
(As per Circular 20-02-OMB) *(continued)*

Overnight Travel (See page 14 for more detail)

1. Travel Waiver is required
2. All official business travel for lodging and meals will be actual reasonable costs. Itemized receipts are required for all reimbursable expenses.
3. If a meal or meals are included in the registration fee, the allowance for said meal or meals is not eligible for reimbursement.
4. No reimbursement is permitted for breakfast on the first day of travel.

Out-of-State Travel

All out-of-State travel must be approved by the Office of the Essex County Superintendent and must meet the following criteria *(no exceptions):*

1. Mandated Federal Grant Event: The language of the grant award must specify the type of event and that the participation is a condition of the award;
2. Third-Party Funded Event: Travel of this type is permissible only if the third-party funds the entire cost of the employee's attendance;
3. Training Required for Certification, Licensing, or Professional Development required for continued employment with district;
4. Travel must be directly related to job responsibilities and necessary in order to conduct daily business functions.
5. Local Same Day Travel: Travel to NYC or Philadelphia, but only if the travel does not include an overnight (hotel) stay

Records and Supporting Documents

Employee must provide the following documentation:

- MapQuest from Irvington Board of Education to location(s) for mileage request;
- *Itemized* receipts for all reimbursable expenses. Summarized receipts will not be accepted.
- Log for mileage detailing dates of travel, To/From location, number of miles, reimbursement rate per mile **(currently $0.47/mile)**, tolls paid, and total amount requested.

Travel reimbursement requests cannot be carried forward into the next fiscal year. As such, **any travel requests not submitted in sufficient time as to be processed before the end of the school year, shall not be paid.**

IRVINGTON BOARD OF EDUCATION

OVERNIGHT TRAVEL

Waiver

All overnight travel will require a waiver from the Essex County Superintendent's Office prior to the trip. The request for a Waiver must detail who will be traveling, dates of travel, and reason for the trip. Supporting documentation should also be submitted.

A copy of the district's ***Request for Travel Waiver*** form can be found in ***Appendix-N***. When necessary, this form should be completed and emailed to Rosie Crombie, Purchasing Manager, at rcrombie@irvington.k12.nj.us, so that submission to the County Superintendent's Office can be facilitated. Please allow ample time (2-3 weeks in advance) for a response.

Lodging and Meals

All approved travel requests must be in compliance with the current Federal Government per diem rates for lodging and meals (GSA). These rates can be found by copying the following link in your web browser and then entering the city and state or zip code of your desired location:

https://www.gsa.gov/travel/plan-book/per-diem-rates

As required by the New Jersey State Travel Regulation, the district will strictly adhere to the hotel and meal rates as listed under the GSA. **The district will not accommodate costs that are higher than the listed per diem rates.**

If you have any questions, please contact the Purchasing Office at extension 2143.

MISCELLANEOUS

Tuition Reimbursement

Tuition reimbursement is an employee's contractual benefit and all such requests should be made through the Office of Curriculum and Instruction, in accordance with Board Policy.

Note: There are provisions in the Teacher's Contract regarding tuition reimbursement.

Other Reimbursements to Employees

The Board will not reimburse employees for items or goods personally purchased by the employee without prior written approval by an Administrator or Board Secretary.

All other reimbursement requests will be considered on a case-by-case basis.

MEALS AND REFRESHMENTS

The State of New Jersey Department of Education has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on board expenditures for meals and refreshments.

Expenditures for meals and refreshments may be used for the following:

- ***Student Activities***
  Reasonable costs* for light meals and refreshments for student activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent.

- ***Parent Activities***
  Reasonable costs* for light meals and refreshments for parent activities are permissible.

- ***Dignitaries***
  Reasonable costs* for light meals and refreshments for dignitaries are permissible.

- ***Board Member Meetings*** – N.J.A.C. 6A:23A-7.12(f)
  Light meals and refreshments* are permitted for all board members and for employees who are *required* to attend a board of education meeting.

Documentation Required – Light Meals and Refreshments

Documentation must be provided to support expenditures for light meals and refreshments. The following information must be provided in detail on the Purchase Order:

- Description of the activity
- Purpose/justification of the activity; goal; objectives,
- Make-up of the group receiving the meals; and
- Names of employees and board members included in the group.
- Board approval is required

Prohibited Activities – Light Meals and Refreshments

- ***Athletic Activities – NOT ALLOWED***
  Light meals and refreshments served to guests at any athletic event, game or contest are not permitted.

- ***Staff and Employees of the School District – NOT ALLOWED***
  Light meals and refreshments are not permitted for employees and staff of a school district, unless the staff member or employee is essential to a student activity where light meals or refreshments are being served. N.J.A.C. 6A:23A-7.12(d); 6A:23A-5.8 (b) (4)

- ***Honoring Employees – NOT ALLOWED***
  Receptions, dinners or other social functions held for or honoring any employee or group of employees *are not* permitted when public funds are being used, e.g.: retirement dinner.

Planning is the key to achieving purchasing goals. You will note various time frames for different types of purchases listed in this manual. Please allow sufficient time, usually **4-5 business days**, for a purchase order to be created. Adequate time should also be allowed for vendor processing, shipment, and receipt of your material. Please be sure to correctly ascertain your needs by checking present stock prior to placing any orders.

A. Responsibilities of Originator – Preparing the Requisition

The individual who enters the requisition into our WinCap Financial Management System has certain responsibilities to fulfill. He/she is to ensure the following:

1. Secure Quotes

   Obtain a written quote from vendor and attach to requisition. Also attach all other documentation that would support the purchase, e.g.: quote, board approval, executed contract, etc.

2. Obtain second quote, if required

   Second quote is required for orders that total $7,950 and above in the aggregate. Attach second quote to the requisition in WinCap. Second quotes are not required for State Contract vendors.

3. Verify adequate funding

   Prior to initiating the purchase request (requisition), please verify that enough funding is available to purchase the materials and/or services needed. Also make sure that the correct budget account number is being used. If assistance is needed in verifying account accuracy, please contact your assigned accountant.

4. Process Budget Transfer Request, if Required

   If sufficient funds are not available in a desired budget account, a budget transfer request must be submitted through the Office of the Assistant Superintendent for Business/Board Secretary, via email request. Note: All Budget transfer requests must be Board approved; please plan accordingly.

5. Verify That The Selected Vendor Is In The WinCap System

   If not, prepare Vendor Input Form, *(See **Appendix-M**)* attach Vendor's W9, BRC, IRAN, and RUSSIA/BULARUS forms and submit electronically to Purchasing for processing.

6. Obtain contract, if required

   Contacts are required for most services. Contracts are not required for professional/technical services under $1,000 where the vendor does not need to come into the district. Examples of such services include business cards, name plates, printing of customized forms, binding, subscriptions, memberships, etc. (Note that most services will require a contract) *(See pages 6 and 63 for more detail)*

7. Obtain board approval, if required

   Board approval is required for *most* services, including memberships, subscriptions, workshops/ conferences, trips, building repairs/improvements, software, graduation services, furniture, equipment, and all administrative purchases funded through Government Programs, and all contracts.

8. Enter requisition into the WinCap system

   All requisitions are to be properly entered into the WinCap Financial Management System for processing:

   a. *Verify vendor's name* – Check to ensure that the correct vendor's name is selected. If the vendor you wish to use is not in the system, a 'Vendor Input Form' must be prepared, See ***Appendix- L***, Adding a New Vendor, and ***Appendix-M*** Vendor Input Form.

   b. *Enter a detailed and accurate description of items, services, costs and item numbers* – this is very important. Items and/or services requested are to be described clearly, with full detail and complete descriptions. Be sure to include correct and up-to-date vendor item numbers, and costs, as per vendor's quote. When services are involved, hourly costs, cost of labor, and cost of materials must be itemized on the requisition, where applicable.

      Include: Shipping and handling cost should be included - this is true for *all* requisitions where supplies are being ordered. Shipping and handling costs are to be added to all requisitions, if applicable. Please read the quote or contract to determine actual shipping and handling costs.

      If you are unable to ascertain the actual charges, include:
      "25% Estimated shipping and Handling" - Text/Workbooks
      "18% Estimated Shipping and Handling" - Regular Orders

      If there is no shipping and handling charges associated with the order, you must enter:
      "Shipping and Handling Included" or "No Shipping and Handling"

Book-It Distribution is a shipping company that offers the district a substantial discount on the shipping of textbooks, science kits, library books and testing materials. The shipping discount is 5% of total purchase price for orders $2,000 and over, and 4% of total price for orders over $100,000. Please contact the Purchasing Department for further information.

- Please note: The Irvington Board of Education is exempt from paying New Jersey Sales Tax. Under no circumstance will requisitions which include taxes, be approved.

9. Requisitions must contain a detailed reason why the purchase is essential to the educational goals of the Irvington school district. **Who? What? When? Where? Why? / How?** should be included on every requisition.

   Explanations must be provided on the following:
   - **Who** - are the supplies/services for?
   - **What** - is being purchased? A clear and detailed description is required.
   - **When** - will the supplies be utilized or services rendered?
   - **Where** - will the supplies/services be utilized?
   - **Why/How** - will students learn or benefit from the purchase? How is the purchase of operational value to your school/office? Why is purchase necessary?

   Requisitions received without the required explanation or with unclear and/or incomplete item descriptions will be returned for correction.

   The Purchasing Manager will review each purchase order to ensure that what is being purchased is beneficial to the educational goals of the district. The Purchasing Manager *will not* approve requisitions for non-essential items.

10. Be sure to include a name in the "Attention:" field
    The "Ship To" address should include the name of a person or a specific department that will receive the order.

11. Insure spelling and grammatical correctness
    What message do we send when we allow typos and misspellings to be released into our public? The Irvington Public Schools is a school district and has an impeccable reputation to uphold. As such, the person entering the requisition into the system is to ensure that all words are spelled correctly and that the requisition is grammatically correct. Work should be checked before submitting to the next approval level. Requisitions with misspellings and/or grammatical errors will be returned for correction.

11. State Approved Contracts/Quotations/Bids

    a. State Approved Contract – The State has contracted with selected vendors for certain goods and services and therefore, the district is not required to bid on those items. For example, Ed Data vendors are all under state contract and purchases can be made from these vendors without further competition. If you plan to purchase from a State Contract vendor, the following should be noted on the requisition:

       1. State Contract Number; and
       2. The phrase: "No Shipping and Handling Charges", if applicable

(Note: Some State/Cooperative Contract vendors may require shipping for heavy items, e.g.: desks, filing cabinets, etc.). Please verify with the vendor.

Details of state contract vendors and cost of items are available on the state website, https://www.njstart.gov/bso/. Please contact the Purchasing Department for further details.

b. Cooperative Purchasing – The district is also a member of eleven purchasing Cooperatives, as follows: (1) Educational Data, (2) Educational Services Commission of New Jersey (ESCNJ), (3) Hunterdon Educational Services Commission, (4) Morris County Cooperative Pricing Council (MCCPC), (5) Union County Cooperative Pricing Council and (6) Pennsylvania Education Purchasing Program for Microcomputers (PEPPM), (7) Omnia Partners (8) The Equalis Group, (9) *BuyBoard, (10) Sourcewell, and (11) Bergen Bids-Bergen County, and (12) The Interlocal Purchasing System (TIPS). Under these cooperative agreements, the district joins forces with other school districts to receive lower prices and reduce or eliminate shipping costs. Like State Contract, purchases can be made from these vendors without further competition.

Information on Ed Data, ESCNJ, HCESC, MCCPC, PEPPM, UCCPC, OMNIA Partners, The Equalis Group, BuyBoard Sourcewell, and the New Jersey Cooperative Purchasing Alliance-Bergen County vendors can be found on the following websites:

Ed Data:	www.ed-data.com	PEPPM	www.peppm.org*(Technology based)*
ESCNJ:	www.escnj.us	UCCPS:	www.ucnj.org
HCESC:	www.hunterdonesc.org	Omnia Partners:	www.ominia partners.com
MCCPC:	www.mccpc.org	Equalis Group:	www.equalisgroup.org
Buyboard:	www.buyboard.com	Sourcewell:	www.sousrcewell-mn.gov
Bergen Bids	www.bersagenbids.com	TIPS:	www.tips-usa.com/vlist.cfm

* Must send in a copy of the purchase order.

If you need additional information, please contact the Purchasing Department.

c. Quotes – If the vendor is not a state or cooperative purchasing contract vendor, you may need to obtain written quotations from other vendors as required by N.J.S.A. 18A:18A:37.

Quotation requirements are as follows:

1. Currently, quotes are required if the amount of the order *in the aggregate* is above **$7,950.00** (excludes state contracts, Coops and bids)
2. For a quote to be valid, you must obtain two (2*)* written quotes from two (2*)* different vendors for the **exact** described item/service. (Both vendors should be given the exact same written description of the item(s) being requested.) Quotations must include the vendor's name, address, date, **exact** item quoted and price.

3. Copies of all quotes receive are to be attached to the purchase requisition. For assistance on how to attach a quote into the WinCap system, please contact the Purchasing Department.

d. Bids - The current Bid Threshold is **$53,000.00**, for non-state contract vendors. This means that any specific item, class of items, and/or services of a similar nature, purchased by the Irvington Board of Education, totaling more than $53,000.00 for the entire year, must be competitively bid. This restriction is for the entire district and not by location or school.

1. Bid threshold is **$53,000.00**
2. Once bid threshold is reached, district must go out for bid
3. Purchasing over **$53,000.00** require bidding and/or board approval BEFORE services can begin.
4. Goods/Services for non-state contract vendors that we know will exceed the bid threshold are bid in the beginning of the fiscal year (such as vehicle maintenance, interactive touch panels, plumbing supplies, elevator maintenance, Mental and Behavioral Services, Nursing Services, etc.)
5. Please allow 6-8 weeks for a contract to be executed

For more information on Bids, see ***Appendix -D***.

12. Bid Exceptions –

New Jersey State Law, as stated in 18A:18A-5, allows for some exceptions to the bid and quotation limits. There are several exceptions where a Board of Education does not have to go out for bid. Some of them are:

1. Purchasing through State Contract;
2. Cooperative purchasing, like Ed DATA, ESCNJ, HCESC, MCCPC and UCCPC, etc.;
3. Professional services as outlined by New Jersey law;
4. Textbooks and copyrighted materials, student produced publications; kindergarten supplies, *
5. Library and educational goods and services; *
6. Legal notices,
7. Food supplies, milk,
8. Utilities, insurance, election expense;
9. Travel and conferences. *

*These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37(a), if practical.

13. Consultant/Professional Services

The Board Attorney must review all professional services and consultant contracts. If you plan to recommend the hiring of a professional consultant, please be advised that board approval and a fully executed contract signed by the Board Secretary must be obtained.

A. Responsibilities of Originator – Preparing the Requisition *(continued)*

a. Obtain Board Approval - Board approval must be obtained for most consultants/professional services. It is the responsibility of the requesting department to prepare agenda item and obtain required board approval. Keep in mind that the Board meets on the third Wednesday of each month, and there is usually no Board meeting during the month of July. *Please plan accordingly.* See *Appendix-S* for Finance agenda submission deadlines.

b. Obtain Second Quote - Although professional services, as defined in Title 18A:18A-5, do not require competitive bids, *two written quotations must be obtained* for any amount over the quote threshold of $7,950 in the aggregate.

c. Requirements for District Contracts – If purchase request is for a service that is $1,000 and over, or requires the vendor to be around students, Board approval and a fully executed contract (signed by the Board Secretary) must be obtained prior to requisition being entered into the WinCap system.

It is the responsibility of the requesting department to prepare contract which should include the following:

- Name and address of consultant/vendor
- Contract Amount
- An itemized, detailed description of services to be provided
- Quote on Company's letterhead
- Starting and ending dates of service
- The cost of the services/terms of payment by *hourly*-proposed rate
- Board Approval Date and a copy of Board Approval attached
- Proof of Licensure, if applicable
- Criminal Background History, if applicable

The Board Approval date, along with proper agenda item and page numbers, should be included in the "P.O. TEXT' tab of your requisition. A copy of the board approval page must also be attached to the requisition. **Keep in mind that requisitions for services, will not be processed until the Purchasing Department has received a fully executed contract.** Therefore, it is necessary to plan early for your service needs.

d. Exception to Requirement for District Contract
In an effort to make Purchasing more efficient, all professional/technical services under $1,000, where **the vendor does not need to come into the district,** will not require a formal contract. However, *all* services will require board approval.

A. Responsibilities of Originator – Preparing the Requisition *(continued)*

Examples of such services include business cards, name plates, printing of customized forms, binding, subscriptions, memberships, etc.

In all the examples cited above, the vendor does not come into the district and/or have any contact with students, so background checks will not be required. The purchase order should suffice as the contract for the services, N.J.S.A 18A:19-4 and 18A:19-4.1.

However, *most* services **will require a contract and Board Approval**

Some examples are:

1. **All services for students**
2. **All services that involve contact with students**
3. **All facility and other rentals**
4. **All services using grant funding**
5. **All other services $1,000 and over**

Note that all contracts require Board Approval and Attorney Review. Please plan accordingly.

B. The Approval Process

There are currently six levels of approval that must be affixed to a requisition before it can become a purchase order. When entering a requisition into the WinCap system, please allow adequate time for completion of the approval process. The current levels of approvals are:

Level 1 - Assistant Superintendent/Board Secretary (PO is created at this level)
Level 2 - Purchasing Manager - final review
Level 3 - Purchasing Department Review
Level 4 - Accounting (ensures accuracy of budget account)
Level 5 - Technology* (all technology purchases must be reviewed by Media Services)
Level 6 - Government Program Review*
Level 7 - High Sch. Principal/ Dept. Head (Early Childhood/Buildings & Grounds approve at this level*)
Level 8 - Principal/Department Head
Level 9 - School/Department Secretary

*Only required if purchase relates to this area of expertise

A requisition is made into a purchase order when all State Laws and Board policies have been met.

C. Responsibilities of Principal/Department Head

Principals/Department Heads have the responsibility to ensure that the requisition is complete and in compliance with items 1–13 above.

D. Responsibilities of the Purchasing Department

1. Requisition Review

   Purchasing shall review appropriately approved requests, in accordance with New Jersey Public School Contracts Law, to determine that the appropriate method of procurement is being used (e.g.: Public Bid, New Jersey State Contract, Formal Quotes.)

   Special attention is given to the following:
   a. State Contract Numbers incorrect/missing
   b. Board Approval Dates incorrect/missing
   c. Contract on file, if necessary
   d. All required documents have been received
   e. Shipping charges added/missing, correctly estimated
   f. Quote/Bid Thresholds
   g. Spelling/ Grammar

Please ensure that you have reviewed your requisition before submission, and that all required information have been included. Incomplete or improperly prepared requisitions will be returned for correction.

2. Purchase Order Approval
   A requisition is made into a purchase order when all State Laws and Board policies have been met.

3. Distributing Purchasing Orders
   After the final level of approval, an official purchase order is automatically created and signed by the Assistant Superintendent for Business/Board Secretary. The Purchase Order is distributed by the Purchasing Department as follows:

Original Copy	Light Blue Stripe	Mailed/Emailed to the vendor for retention
Voucher Copy	Magenta Stripe	Mailed/Emailed to the vendor for signature
School Copy	Cyan Stripe	Forwarded to the requesting location for retention
Receiving Copy	Pink Stripe	Forwarded to the requesting location for signature
Accounts Payable Copy	Pink Stripe	Forwarded to Accounts Payable for matching purposes

D. Responsibilities of the Purchasing Department *(Contnued)*

Note: The Purchasing Department is the purchasing liaison for schools/departments. Each location has an assigned Bookkeeper who is ready to assist you with your purchasing needs. If you have purchasing questions and or concerns, please feel free to contact the Purchasing Department at (973) 399-6800, x2143. Our main goal is to help you meet your purchasing needs in a timely and cost-efficient manner.

4. Computers and other Technology Related Items
If you plan to purchase computers, copiers, chromebooks, or other technology related equipment, approval must be obtained from the Office of Media Services & Technology. To ensure that your order has the proper technology approval, please select your situation from the following funding scenarios:

- *District Funded Technology Purchase (e.g.: Fund 15, Fund 10, Fund 60)*

  To obtain the necessary Technology approval, click on the magnifying glass next to the 'Dept. for Apprvl' field, upon entering your requisition into the WinCap system. Select 'Media & Technology (Amberg) and click 'OK'. The word **"TECH"** will appear in the 'Dept. for Apprvl' field.

- *Early Childhood Funded- Technology Purchase (Account#* ***20-EC6****-???-???-??-??)*

  Upon entering your early childhood funded technology requisition into the WinCap System, click on the magnifying glass next to the 'Dept. for Apprvl' field, and select "Early Childhood Technology". The acronym **"ECTC"** will appear in the 'Dept for Apprvl' field, allowing Technology to review and approve the Early Childhood funded order.

- *Early Childhood- Government Programs Funded Technology Purchase*

  Occasionally, The Office of Early Childhood will enter a technology related requisition into the WinCap system using Government Programs funding. In this case, the order must be approved by Early Childhood, Government Programs, and Technology. To allow for proper approvals, in WinCap, click on the magnifying glass next to the 'Dept. for Apprvl' field and select "*Early Childhood- Government Programs/Technology*". The acronym **"ECGT"** will appear in the 'Dept for Apprvl' field. This will allow Early Childhood, Government Programs, and Technology to each access, review, and approve the Government Programs funded order.

D. Responsibilities of the Purchasing Department *(Contnued)*

- *Government Programs Funded Technology Purchase*

  Upon entering your Government Programs funded technology requisition into the WinCap System, click on the magnifying glass next to the 'Dept. for Apprvl' field, and select "Government Programs- Technology". The acronym **"GVTC"** will appear in the 'Dept for Apprvl' field, allowing Media Services and Technology to review and approve your Government Programs funded order.

  List of Approval Acronyms:

Description	Code
Media & Technology - (Mr. Amberg)	TECH
Early Childhood Technology	ECTC
Early Childhood - Govt Pgm/Technology	ECGT
Government Programs - Technology	GVTC

5. The following items require the approval of Media & Technology Services:

Hardware: In an effort to standardize computers, chromebooks, printers *(if approved),* interactive touch panels, and other technology related equipment, only the following brands will be approved by Media and Technology Services: Apple and Dell.

Note that the district has decided to streamline all printing needs to the nearest district Copier. As such, the purchase of black and white printers will need special permission from the Assistance Superintendent for Business and the purchase of color printers will require the approval of the Superintendent of Schools.

Software: Computer software programs and licenses.

All computer software programs and licenses must be Board approved. The Board approval date should be entered on the requisition prior to submission to Media & Technology Services. Media and Technology Services cannot process software requisitions received without Board approval.

Please note that the Purchasing Department cannot process technology, early childhood or Government Programs related requests without the approval of Media & Technology Services, the Office of Early Childhood, and/or the office of Government Programs, as appropriate. To avoid processing delays, please ensure that the appropriate department for approval is selected, if required.

E. Responsibilities of the Assistant Superintendent for Business

The Purchasing Manager, in collaboration with the Assistant Superintendent for Business, reviews all purchase requests and determines the educational or operational value of each requisition. Requisitions that do not meet educational goals and operational requirements will be returned. If satisfied, the Assistant Superintendent for Business/Board Secretary approves the requisition, and the Purchasing Manager creates, prints, and mails the purchase order to the vendor.

Note: The purchase order process, as explained above may take 4-5 business days for completion. Please plan accordingly.

F. Responsibilities of the Assistant Superintendent for Business

Transfer of funds

The Business Office processes purchase orders only if there are appropriate funds to cover the purchase. If an account does not have sufficient funds to support a purchase, the originator must request a transfer of funds. Please contact your accountant for assistance.

All transfers of funds have to be approved by the Irvington Board of Education at a public Board meeting. The Board convenes once a month (usually on the third Wednesday of the month).

G. Responsibility of the Vendor

The Purchasing Department mails/emails the Original Copy *(Light Blue Stripe)* and the Voucher Copy *(Magenta Stripe)* of the purchase order to the vendor. The vendor fills the order and/or performs the service. Upon completion, the vendor must sign the Voucher Copy and email it back to Accounts Payable at accountspayable@irvingtonlk12.nj.us, with the corresponding invoice. (If a signed Voucher Copy or invoice is received by a School/Department, please forward to the Accounts Payable for processing.)

H. Cancellation of Purchase Orders

Purchase order cancellation requests should be made in writing using the Receiving Copy of the purchase order. An explanation of the reason for the cancellation should be outlined on the Receiving Copy, along with an authorized signature (Department Head/Principal or his/her designee). Verification should be made to ensure the goods have not been shipped and/or services performed. All cancellation requests should be emailed to rcrombie@irvington.k12.nj.us or accountspayable@irvington.k12.nj.us

I. Emergency Situations

Emergency Contracts are strictly regulated by N.J.S.A. 18A:18A-7. A situation must exist affecting the **health and safety** of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency. The Emergency Contract process

J. Emergency Situations *(Continued)*

is in *Appendix-J*. Please note that the Superintendent of Schools must be notified of all emergency purchase requests.

Emergency Checks - On rare occasions, the need arises for a check to be prepared prior to the scheduled check run. Any request for a check prior to the normal check run is considered an emergency request. Such requests require an *Emergency Check Request Form* be prepared, signed and approved by the Assistant Superintendent for Business/Board Secretary. Note that the District cannot pay for goods/services prior to goods being received and/or services being performed. The Emergency Check Request Form is in *Appendix-Q*.

The fact that a vendor requires prepayment is not considered an emergency. Such situations should be researched and planned for well in advance, so that payment can be made through the regular payment process. Under no circumstance will inadequate planning be considered an emergency.

Emergency check requests for non-emergency situations will be denied.

K. Purchase Order Cut-Off Date

Principals/Department Heads will be alerted to the fact that purchase orders for the current school year will not be accepted after a specified date in April/May, in order to close out the year effectively.

Notification will be distributed in advance of the ordering cut-off date. Requests made after the stated cut-off date will require approval from the Superintendent.

L. Fixed Assets

Fixed Assets are items which cost $2,000 or more for a single unit and have a useful life of one year or more. Fixed assets normally include items such as land, buildings, motor vehicles, furniture or furnishings, office equipment, and computers.

Major items of equipment shall be subject to annual spot checks to determine item location, loss, or current value; any major loss shall be reported to the Business Office. Refer to *Appendix-K*, for full Fixed Asset policy.

Disposal of Assets

When a District location no longer needs a usable asset, every effort will be made to redistribute that asset to another interested location within the District. The Assistant Superintendent for Business/Board Secretary should be notified upon determination that a usable fixed asset (original cost of $2,000 or more for the single item) is no longer needed.

L. Fixed Assets *(Continued)*

When a District location no longer needs an asset, The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes. Specifications may be developed and the asset sold to the highest acceptable bidder. Revenues generated by the sale of the surplus assets are deposited to a general fund and is not reallocated to individual location accounts.

M. Training Sessions

School personnel involved in the purchasing process may be required to attend an in-person/virtual training session concerning proper purchasing procedure.

It is our goal that you will have a better understanding of the purchasing process as a result of this purchasing manual. Please keep this purchasing manual in a handy location and refer to it often. If you require additional information, please feel free to contact the Purchasing Manager at (973) 399-6800, extension 2143.

IRVINGTON BOARD OF EDUCATION

Accounts Payable Process

The Accounts Payable Department handles all payments for goods and services received by the district. All inquiries relating to vendor payments should be sent to the following email address: accountspayable@irvington.k12.nj.us or feel free to contact:

- Omolabake Arowojolu, Comptroller, X 2140

Receiving Copy

When goods or services are received, the signed receiving copy of the purchase order must be emailed to the Accounts Payable Department. If only partial goods or services are received, specify the items received on the signed receiving copy for payment processing. Ensure timely inspection of shipments to avoid payment for damaged or missing items. Prompt submission of signed receiving copies ensures timely vendor payments, preventing interruptions in ordering due to non-payment. Copies should be emailed to: accountspayable@irvington.k12.nj.us

Purchase Order Closing/Cancel

We realize there will be situations requiring a balance on a purchase order to be closed or cancelled. If this is the case, please sign the receiving copy, include a note with the reason for the close/cancel request, and forward it to Purchasing or Accounts Payable, as follows:

Email: rcrombie@irvington.k12.nj.us for purchase order cancellation (no payments made)
Email: accountspayable@irvington.k12.nj.us for balance close-out (partial payment made)

Voucher

A voucher is a copy of the purchase order sent to the vendor along with the original purchase order. The vendor must sign the voucher and return it with the invoice. The voucher certifies the invoice is accurate or the items specified on the purchase order, and further confirms delivery of goods or services and amount due to vendor. This document is required for payment processing. Email: accountspayable@irvington.k12.nj.us

Invoice

An original invoice should be provided by the vendor for any and all payments requested. The district purchase order must be referenced on the invoice. All invoices received must be forwarded to the

Accounts Payable Department for timely payment to the vendor. Invoices must be sent electronically to: accountspayable@irvington.k12.nj.us

Payment to vendors

Payments to vendors require the following documents:

1. Purchase order
2. Voucher signed by the vendor
3. Invoice provided by the vendor
4. Signed receiving copy from the school/department

Vendors should not be promised payments without confirming with the Accounts Payable. Department first. Payments will not be processed until all required documents are received. The district's objective is to pay vendors accurately and within 45 days after goods or services are received.

Bill List

Monthly bill lists, detailing payments to vendors, are approved by the Board of Education during Regular Board Meetings. The bill list closes the Wednesday before the Finance Committee meeting held on the second Wednesday of each month. Payments must adhere to the Finance Agenda timetable and be approved by the Board. All Vendor checks are mailed the day after the meeting; check pick-up is not an option.

Emergency Check/Payment Requests

Emergency payments may be issued for urgent situations such as natural disasters (e.g., floods, fires, air pollution, chemical spills, etc). These situations may require check issue to vendors on a day in between bill list approvals. Requests must be submitted through the Office of the Assistant Superintendent for Business/Board Secretary using the required form (Appendix Q). Approval is case-by-case and requires authorization from the Superintendent or Assistant Superintendent for Business.

IRVINGTON BOARD OF EDUCATION

APPENDIX

APPENDIX **PAGE**

APPENDIX –A

STATE CONTRACT PURCHASING

The State of New Jersey Division of Purchase and Property awards state contracts covering a multitude of items and services. The District regularly purchases school supplies, office supplies and equipment from vendors with approved state contracts.

Pursuant to N.J.S.A. 18A:18A-10(a) a Board of Education may purchase goods and services through State Contract vendors. The State has bid for these goods and services therefore, the District is not required to bid. The Board approves a resolution to award these contracts.

State contracts are very specific, so everything a vendor sells may not be on a State Contract. The Notification of Award will list the specific items under contract, the dates of the contract, contract number, and price for each item and the conditions of the contract. Goods should be verified against the notice of award to ensure that they are approved State Contract items.

The State of New Jersey has a website, NJ Start, www.njstart.gov/bso/, where all new contracts are maintained. Contracts may be viewed by clicking the *Active Contract* tab, selecting the correct Category for your search (e.g.: Office Supplies, Computers, Software, Supplies and Services, Furniture and related supplies, etc.) and clicking the *GO* button. A current list of State contracts for the category of supplies requested will be displayed.

To see if a category of items you are interested in is under state contract, please enter the following link into your web bowser: https://www.njstart.gov/bso/external/advsearch/advancedSearch.sdo You will have the option of searching by various contract terms, including Contract/Blanket #, Vendor Name and Item Description. A summary of all contracted vendors who offer that category of items will download along with names and contract numbers. Clicking further into the Contract number will give you additional information on the award including vendor address, phone number & contact person. Call the vendor for an updated quote before submitting your requisition for processing.

Information on Ed Data, ESCNJ, HCESC, MCCPC, Buyboard, PEPPM, UCCPC, NCPA, the Equalis Group, Sourcewell, and the NJ Cooperative Purchasing Alliance vendors can be found on the following websites:

Ed Data:	www.ed-data.com	PEPPM	www.peppm.org*(Technology based)*
ESCNJ:	www.escnj.us	UCCPS:	www.ucnj.org
HCESC:	www.hunterdonesc.org	Omnia Partners:	www.ominia partners.com
MCCPC:	www.mccpc.org	Equalis Group:	www.equalisgroup.org
Buyboard:	www.buyboard.com	Sourcewell:	www.sousrcewell-mn.gov
Bergen Bids	www.bergenbids.com	TIPS:	www.tips-usa.com/vlist.cfm

If you need additional information, please contact the Purchasing Department.

APPENDIX –B

QUOTATIONS AND PURCHASING

A. Quotations

The quotation limit (threshold) is $7,950.00. This means that any specific item or group of items of a similar nature purchased by Irvington Public Schools, across all district locations, totaling more than $7,950.00 and less than $53,000.00 for the entire year, must be competitively quoted. This is an aggregate number for the district, which means your purchase combined with anyone else in the district purchasing the same goods or services apply to the total.

You cannot circumvent the law by attempting to split purchases to be under the quote threshold. (18A:18A-8.)

Pursuant to N.J.S.A. 18A:18A-37(a) the school district shall receive two quotations if practicable. Evidence of the quotation process shall be kept on file.

When a quotation is deemed necessary, it must be provided in writing. Verbal quotations will not be accepted. The Principal or Department Head desiring to make a purchase will be responsible for soliciting *two* written quotations and submitting them to the Purchasing Office through the WinCap system's attachment feature. If assistance is needed in attaching a quotation or other document to a requisition, please contact your Purchasing Bookkeeper.

Please note: The formal quotation process could add a couple of days to your purchasing process. *Please plan accordingly.*

APPENDIX –C

PROFESSIONAL SERVICES AND COMPETITIVE CONTRACTING

A. Professional Services/Professional Consultants Under the Bid Threshold

The request for proposal (RFP) is a legally recognized procurement method that permits contracting agencies to award a contract to a vendor or respondent based upon the proposal that is most advantageous to the district, **price and other factors considered**, and not solely based upon the lowest price.

The RFP method of procurement is the most preferred method for awarding contracts for the following services, **where contracts are less than the bid threshold ($53,000)**.

Professional Services	Academic/Operational Services
Auditing/Accounting	Instructional Services
Legal Services	Educational Services
Engineering/Architectural	Professional Development Services
Medical Services	Special Education Related Services

The Request for Proposal method is designed to award the contract to the vendor or respondent based upon a model evaluation criteria (TMC) which may be found in N.J.A.C. 5:34-4.2 and also as recommended by the NJ State Comptroller's Office with the publication: **Best Practices in Awarding Service Contracts** (2010), which provides the following evaluation criteria:

- *Technical*
    - Submission of narrative how firm will provide services; planned approach; measurable results;
    - Understanding how services will be provided;
- *Management*
    - Business organization/staffing
    - Experience;
    - Knowledge of district
- *Cost*
    - Fee proposal submission/cost analysis

The evaluative process is designed to award the contract to the respondent whose response is most advantageous, price and other factors considered, and who will provide the highest quality service at a fair and competitive price.

Please note: The district publicizes its Request for Proposals (RFP) in the Star Ledger and the local newspaper (Irvington Herald).

The Board Secretary must approve most professional service and consultant contracts. If you plan to recommend the hiring of a professional consultant please be advised of the following:

1. Provide a detailed background summary and rationale for review by the Board Secretary. Please use the *Quotation Request for Services* form in **Appendix G.** Competition for professional services should be solicited.

2. Although Professional Services, as defined in Title 18A:18A-5, do not require competitive bids, at least two written quotations must be obtained. It is the responsibility of the requesting department to prepare contract which should include the following:

    - Name and address of consultant/vendor
    - A description of services to be provided
    - Starting and ending dates of service
    - The cost of the services/terms of payment by hourly-proposed rate
    - Proof of Licensure as a New Jersey State licensed consultant

Keep in mind that DOE regulations may require the Board of Education to obtain competitive proposals for any professional service.

B. Request for Proposal and Competitive Contracting Over the Bid Threshold

Competitive Contracting - This procurement method is used for certain contracts **over the bid threshold of $53,000.** The district can only use this method for procurements that are outlined in NJ State Law 18A:18A-4.1 (a-k), and those noted in Local Finance Notice 2010-3.

Some of the examples that are permitted for procurement through the Competitive Contracting process are:

- Proprietary Computer Software for Board Use
    - ✔ Student Data Systems
    - ✔ Student Information System
    - ✔ Financial Management System Software
- Telecommunications transmission or switching services
- Food Service Management Companies
- Professional Development
- Educational Consultant
- Instructional Improvement Services
- Specialized machinery or equipment of a technical nature

Competitive Contracting: Additional Services Permitted

In addition, Section 25 of P.L. 2015, c. 95, part of the "Division of Local Government Services Modernization and Local Mandate Relief Act of 2015" enacted on August 10, 2015, amended N.J.S.A. 40A:11-4.1 to list several new services as not requiring prior Director approval in order to utilize competitive contracting. These include:

- Maintenance, custodial, and grounds keeping services
- Consulting services
- Emergency medical billing services
- Property appraisal services
- Reassessment or revaluation services
- Grant writing services
- Animal control services

Please note that N.J.S.A. 18A:18A-4.1(k) was not amended by P.L. 2015, c. 95. As such, the district still needs the Assistant Superintendent for Business approval to utilize competitive contracting for those above-listed services relevant to schools. When using the Competitive Contracting, the following must occur:

- The Board must pass a resolution authorizing the use of the competitive contracting process each time the services or goods are desired.
- The appropriate district administrator prepares technical specifications and evaluation criteria for review by the School Business Administrator
- Legal advertisement prepared and sent to newspaper. Proposals may not be opened until 20 days after legal ad is published.
- Competitive Contracting packages mailed to Potential Respondents
- Pre-Bid meeting required seven (7) days after publication of advertisement
- Evaluation Process
- Board approval required
- Contract required

The award of contract is similar to the Request For Proposal (RFP) award. It is based upon the same evaluative criterion which is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

After the evaluation process, Board approval and district contract are required.

B. Bid Threshold $53,000.00

The Irvington Board of Education is restricted by New Jersey State Law on how much money can be spent by the district for the entire year on materials, supplies, and services. This restriction is called the bid threshold or bid limit.

The current Bid Threshold is $53,000.00. This means that any specific item, class of items, and/or services of a similar nature, purchased by the *Irvington Board of Education*, totaling more than $53,000.00 *for the entire year*, must be competitively bid. This restriction is for the entire district and not by location or school.

You cannot circumvent the law by splitting purchases to be under the $53,000.00 bid limit, 18A:18A-8.

If you find that your purchase may exceed the $53,000.00 bid limit, please contact the Purchasing Office at once.

D. Annual Bids *(if applicable)*

The Irvington Board of Education requests that Department Heads/Principals plan and prepare for Annual Bids. The process is as follows:

- Administrators/Supervisors prepare technical specifications to be reviewed by the Purchasing Department. Specifications are mandatory to proceed with the bidding process.

- The Purchasing Department prepares final bid specifications to be drafted in a manner to encourage free, open and competitive bidding.

- Annual Bids are received, opened and tabulated by the Purchasing Department. Bid

- Resolutions are prepared by the originator for Board Approval. After approval, requisitions are entered through the regular WinCap process.

  Note: The Board only meets once a month, and there is usually no Board meeting during the month of July. *Please plan accordingly.*

- Purchase Orders are generated by the Purchasing Department for August/September delivery.

  The delivery of some goods, such as furniture, usually takes about 8 – 12 weeks to receive after receipt of purchase order. Please plan accordingly.

E. Bidding: Time Frame

The formal bidding process usually takes about 6-8 weeks from start to finish. Please plan appropriately. An outline of the bidding process, along with timelines, is located in *Appendix - D*.

F. Bid Exceptions

New Jersey State Law, as stated in 18A:18A-5, allows for some exceptions to the bid and quotation limits. There are several exceptions where a Board of Education does not have to go out for bid. Some of them are:

1. Purchasing through State Contract;
2. Cooperative purchasing, like Ed Data;
3. Professional services as outlined by New Jersey law;
4. Textbooks, kindergarten supplies, student produced publications, Library and educational goods; *
5. Library and educational goods and servicesand Copyrighted materials; *
6. Legal notices,
7. Food supplies, milk,
8. Utilities, insurance, election expense;
9. Travel and conferences. *

*These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37(a), if practical.

G. Purchases and Contracts Exceeding the Bid Threshold

Pursuant to State Law N.J.S.A. 18A:18A-5 all purchases and contracts exceeding the bid threshold of $53,000.00 shall be awarded by board resolution at a public meeting of the Board of Education. This includes all items exempted from bidding and all State Contract purchases that exceed $53,000.00.

APPENDIX -E

FORMAL BID PROCESS

Process	Time Line-Estimated
Initial request to bid made by Administrator/Supervisor. Certification that funds exist.	One Day
Review of specifications, fully outlining items, materials or services to be bid by Purchasing Agent or designee.	One Week
Return of reviewed specifications to Administrator/Supervisor for final approval. Administrator/Supervisor signs off final approval	One Week
Bid package prepared by Purchasing Agent or designee	One Week
Copies of bids run off by Print Shop	One Day
Legal Advertisement sent to newspaper	Three – Four Day Advance Notice
Bid Date/Time must be at least 10-20 days after Legal Ad appears in newspaper. Bids are opened and read publicly.	10-20 days
Bid results are reviewed by: a. Administrator/Supervisor b. Purchasing Agent/or Designee	One Week
Purchasing agent or designee reviews bids. Administrator/Supervisor prepares spreadsheet showing lowest bidders and recommends award of bid. Resolution is prepared.	One – Two Weeks
Resolutions are reviewed at Board Agenda Committee meeting...	One Week
Purchase requisitions are prepared by Administrator/Supervisor	One Week

The formal bidding process takes about 6-8 weeks from start to finish.

IRVINGTON BOARD OF EDUCATION

APPENDIX –F

PUBLIC WORKS PROJECTS

What is a Public Work?

As per New Jersey Public School Contracts Law, (N.J.S.A. 18A:18A-2 (z)) the term **"Public works"** refers to the building, altering, repairing, improving or demolishing of any public structure or facility constructed or acquired by a board of education to house school district functions or provide water, waste disposal, power, transportation and other public infrastructures.

Public Works also include construction, reconstruction, demolition, alteration, custom fabrication, or repair work, or maintenance work, including painting and decorating. (N.J.S.A. 34:11-56.26(5))

Paperwork Needed for Public Works Contracts

Vendors or contractors who want to submit prices either through the bid process or the quotation process for Public Works projects have a number of forms and documents that must be submitted to the Board of Education, as follows:

- Form W9
- New Jersey Business Registration Certificate
- Certificate of Employee Information Report
- Affirmative Action Evidence – Form AA 201
- Business Registration Certificate
- C271 Political Contribution Form
- Non-Collusion Affidavit
- Statement of Ownership Disclosure (Stockholders Disclosure)
- Combined Certification: Prohibited Activities in Russia and Belarus & Investment Activities in Iran
- Public Works Contractor Registration (required for projects over $2,000)
- Notice of Classification

All the above documents must be on file in the Purchasing Department before a contract can be executed.

Certified Payrolls Required

The Irvington Board of Education (IBOE) abides by the Prevailing Wage Act of New Jersey, and therefore, any vendor who provide public works services that are funded in whole or in part with public funds valued at $2,000 or more, are required to submit certified payroll records to the IBOE for work covered under the Prevailing Wage Act. **Certified payroll records** must be submitted to the IBOE by all contractors and subcontractors for each employee on the project **within ten (10) days of the payment of wages.**

Reggie Lamptey, CPA
Assistant Superintendent for Business/Board Secretary

IRVINGTON BOARD OF EDUCATION

APPENDIX- G

Business office

1 University Place, 4th Floor

Irvington, New Jersey

QUOTATION REQUEST
FOR SERVICES

Title of Quotation:

____

Quotation Due Date:

____
Weekday, Month, Year

Reggie Lamptey, CPA
Assistant Superintendent for Business/Board Secretary

Business Office
1 University Place, 4th Floor
Irvington, NJ 0711

IRVINGTON BOARD OF EDUCATION

Quotation Form – Services

Quotation Due Date ______________________________
Weekday, Month, Day, Year

Purpose of Quote

The Irvington Board of Education is soliciting quotes for the following service(s):

____

____

____

____

Vendor Proposal/Quote

I/We hereby submit the following quotation(s) as per the above specifications.

Name of company ____

Please provide a clear and detailed statement of the work to be provided and a breakdown of the cost. (Attach additional sheets if necessary)

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IRVINGTON BOARD OF EDUCATION

<u>Quotation Form – Services</u> *(Continued)*

I/We hereby submit the following quotations as per the attached specifications.

Name of company ____

Address ____

City, State, Zip ____

Phone No. ____ Extension _______________________________________

Fax No. (___)_______________________________________ E-Mail ____

E-Mail Address ____

Authorized Agent ____ Date ____

Agent's Signature _______________________________________ Date ____________________

<u>Optional</u>
Please put our company's Quote Number _______________________________________ on all purchase orders to ensure correct pricing.

All quotations must be received no later than _______________________________________.

Weekday, Month, Day, Year

This quotation is to be sent to:

Name & Title____

Address:____

City/State/Zip:____

Phone #: ____

Email: ____

IRVINGTON BOARD OF EDUCATION

APPENDIX – H

Business office

1 University Pace, 4th Floor

Irvington, New Jersey

Competitive Contracting

PROPOSAL DOCUMENTS

AND

REQUIRED

DOCUMENTATION

Reggie Lamptey, CPA
Assistant Superintendent for Business/Board Secretary

SCOPE OF WORK

Business Office
1 University Place, 4th Floor
Irvington, NJ 07111

IRVINGTON BOARD OF EDUCATION

TITLE OF PROPOSAL: ______________________________________

Proposal No. CC-XX-XX

Proposal Date: ______________________
Weekday, Month, Year

Purpose of Proposal

The Irvington Board of Education is soliciting request for proposals (RFP's) through the Competitive Contracting Process (N.J.S.A. 18A:18A-4.1 et. Seq.) for the purpose of entering into a contract for ___________________________________.

A. Scope of Services

Please provide a clear and detailed statements of the work to be undertaken.

____

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IRVINGTON BOARD OF EDUCATION

B. Qualifications of Respondents - Licenses, School District Experience, etc.

Please list all minimum qualifications that you want all vendors to meet. Licenses; background checks; experience with public school districts; type and number of personnel needed; facilities and equipment needed; and other matters of importance for the particular contract.

____

____

____

C. Contract Period

This contract shall be **effective July 1, 2025 through June 30, 2026**, with the option to renew for an additional year.
(Please note: Professional services contract may not exceed 12 months, but have the option to be renewed for up to five (5) years)

D. Coordination of Activities

List the name and title of the person who will coordinate the activities for this contract.:
____

E. Fee Schedule – Payment

Upon completion of services to be performed, payments for services and reimbursement for expenses under this Agreement shall be made within the IBOE's usual course of paying such invoices, not to exceed 45 days, from receipt of invoice from vendor.

G. Evaluation Process – Weighting and Scoring of Proposals

You are required to prepare an Evaluation Scoring Sheet assigning points to the criteria based upon importance. This form is to be based upon a value of one hundred (100) points.

	Category	Value Points
I.	Technical Criteria A. Description of Services	 20%
II.	Management Criteria Qualifications Relevant Experience	 30%
III	Vendor's demonstration of having a complete understanding of service requirements	25%
III. *	Cost Criteria A. Fee Proposal	 25%

**The Business Office will assist in the evaluation of the cost criteria.*

H. **Evaluation of Proposals – Evaluation Committee**
A committee comprised of the Purchasing Agent and other relevant district employees will review and evaluate all proposals as they pertain to the procurement process.

I. **Award of Contract**
It is the intention of the Board of Education to award the contract to the respondent whose response is the most advantageous to the board and who will provide the highest quality service at fair and competitive prices.

OTHER MATTERS

Proposals are to be sealed and clearly marked on the outermost packaging or envelope with the name of bidder, name of project, Proposal No., and Proposal opening date and time. All proposals are to be submitted in writing and must be received by the Irvington Board of Education, Purchasing Department no later than __________ on ______________________ at 1 University Place, 4th Floor, Irvington, NJ 07111. One original and one (1) printed copy of the proposal are to be submitted. Proposals forwarded by facsimile or e-mail are not valid and will not be accepted. **Submissions not fully responsive to the requirements of this Bid will not be considered.**

All questions pertaining to this solicitation must be received by ______________________, and should be directed to:

Rosie Crombie, Purchasing Manager
1 University Place, Irvington, NJ 07111
(972) 399-6800, Ext. 2143
Fax (973) 372-6025
email to rcrombie@irvington.k12.nj.us.

OTHER PURCHASING MATTERS

Document Check – State Law

Pursuant to N.J.S.A. 10:5-31 et seq., N.J.A.C. 14:27, the Purchasing Department must ensure the following documents are on file in the Purchasing Office before issuing a purchase order or processing payment:

- ***Completed Form W-9*** – required of all vendors doing business with the Irvington Board of Education.
- ***Business Registration Certificate (BRC)*** – Purchases $7,950 and over.
- **Chapter 271 - Political Contribution Disclosure Form** - Purchases $17,500.00 and over (cumulative). This form is required for all contracts in excess of $17,500.00 that are not awarded pursuant to a "fair and open" process (N.J.S.A. 19:44A-20.7), and is not based on the district's bid threshold.
- ***Certificate of Employee Information Report (AA302)*** – purchases $53,000.00 and over (cumulative).
- ***Affirmative Action Evidence*** – Contracts $29,000.00 and over (cumulative).
- ***Disclosure of Investment Activities In Iran*** – Any person or entity that submits a bid proposal or otherwise propose to enter into or renew a contract must certify that neither the person nor entity, nor any affiliates are engaged in investment activities in Iran.

Additionally, the Purchasing Department must secure the Chapter 271 Political Contribution Disclosure Form from all vendors whose contract amount equals or exceeds $17,500.00, as required pursuant to N.J.S.A. 19:44A-20.26**.** (Note that the $17,500.00 threshold is not based on the district's bid threshold.) No purchase order can be created for such contracts until the Chapter 271 Political Contribution Disclosure Form has been received.

Cooperative Purchasing

Cooperative Purchasing is a collaborative effort to obtain benefits in pricing, product quality and contract process efficiencies for public purchasing entities through volume purchasing power.

The Irvington Board of Education has contracted with Educational Data Services of Saddle Brook, NJ to bid on various school supplies and Time & Material services.

The district is also a member of the following purchasing Cooperatives: (1) Educational Data, (2) Educational Services Commission of New Jersey (ESCNJ), (3) Hunterdon Educational Services Commission, (4) Morris County Cooperative Pricing Council (MCCPC), (5) Union County Cooperative Pricing Council (UCCPC), (6) Pennsylvania Education Purchasing Program For Microcomputers (PEPPM), (7) Omnia Partners, (8) The Equalis Group, (9) BuyBoard National Cooperative, (10) Sourcewell, and (11) Bergen Bids-Bergen County. Under these cooperative agreements, the district joins forces with other school districts to receive lower prices and reduce or eliminate shipping costs. Like State Contract, purchases can be made from these vendors without further competition.

IRVINGTON BOARD OF EDUCATION

APPENDIX – I *(continued)*

Information on Ed Data, ESCNJ, HCESC, MCCPC, PEPPM, UCCPC, OMNIA Partners, The Equalis Group, BuyBoard Sourcewell, and the New Jersey Cooperative Purchasing Alliance-Bergen County vendors can be found on the following websites:

Ed Data:	www.ed-data.com	PEPPM	www.peppm.org*(Technology based)*
ESCNJ:	www.escnj.us	UCCPS:	www.ucnj.org
HCESC:	www.hunterdonesc.org	Omnia Partners:	www.ominia partners.com
MCCPC:	www.mccpc.org	Equalis Group:	www.equalisgroup.org
Buyboard:	www.buyboard.com	Sourcewell:	www.sousrcewell-mn.gov
Bergen Bids	www.bergenbids.com	TIPS:	www.tips-usa.com/vlist.cfm

APPENDIX – J

EMERGENCY CONTRACTS (18A:18A-7)

A. Background

An actual emergency must exist. An "emergency" is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience.

B. Definition of Emergency

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency.

C. Process in Declaring an Emergency

1. Superintendent of Schools Notified
   the Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.

2. Business Administrator
   The official in charge of the building or facility, wherein the emergency occurred shall notify the Business Administrator of the following:

   a. Nature of the emergency;
   b. Time of the occurrence; and
   c. The need for the performance of a contract.

   Such notification shall be prepared in writing and filed with the Business Administrator as soon as possible.

1. Awarding of Contract by Business Administrator
   If the Business Administrator is satisfied the emergency exists, the Business Administrator by State Law is authorized to award the contract.

2. Filing of Documents with State and County by Board Secretary/School Business Administrator
   In accordance with N.J.A.C. 55:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

   a. A copy f the contract or agreement; and
   b. A copy of the written requisition.

3. Approval by Board of Education
   The Board of Education, at its next regular Board of Education Public Meeting, shall review and approve said emergency purchase.

APPENDIX – K

POLICY

IRVINGTON
BOARD OF EDUCATION

PROPERTY
7450/page 1 of 1
Property Inventory

7450 PROPERTY INVENTORY

As steward of this district's school property, the Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depend upon an accurate inventory and properly maintained property records.

The Board shall conduct a complete inventory by physical count of all district-owned equipment and supplies through a perpetual inventory.

For purposes of this policy, "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is nonconsumable, costs at least $2,000 as a single unit, and does not lose its identity when incorporated into a more complex unit.

The Assistant Superintendent for Business/Board Secretary shall ensure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board. Property records of consumable supplies shall be maintained on a continuous inventory basis.

The Assistant Superintendent for Business/Board Secretary shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

N.J.S.A. 18A:4-14
N.J.A.C. 6:20-4.3

Adopted: 30 June 2010

Adding a New Vendor

Prior to entering a new vendor into the WinCap system, there is certain information that must be obtained. When a 'Vendor Input Form' is received in the Purchasing Department, the following procedure must be followed:

- Completed 'Vendor Input Form' is received in the Purchasing Department along with the following documents:
  - (1) Completed W9 Form from Vendor,
  - (2) NJ Business Registration Certificate and
  - (3) Disclosure of Investment Activities in Iran form

  Vendor's 1099 Status is determined based on the following:

1.	**Corporation**	**-No,** Form 1099 not required
2.	**Governmental Entity**	**-No,** Form 1099 not required
3.	**Employee**	**-No,** Form 1099 not required
4.	**Individual/Sole Proprietor**	**-Yes,** Form 1099 is required
5.	**Limited Liability**	**-Yes,** Form 1099 is required
6.	**Partnership**	**-Yes,** Form 1099 is required
7.	**Tax Exempt/Non-Profit**	**-Yes,** Form 1099 is required
8.	**Attorney**	**-Yes,** Form 1099 is required
9.	**International Organizations**	**-Yes,** Form 1099 is required Form 1099 is always required for an International Organization, regardless of the type of business entity selected.

- Indicate correct 1099 status on the bottom of the 'Vendor Input Form'
- Vendor Input Form, W-9, NJ Business Registration Certificate and the Disclosure of Investment activities in Iran form are submitted to Purchasing Manager for review and approval
- Vendor is entered into the WinCap system. Upon doing so, the '1099' box is checked based on the type of entity as indicated on Form W-9. System assigns new vendor number
- Requesting location is informed of creation of new vendor

Form 1099 is always required for an Attorney, regardless of the type of business entity selected. When entering a new attorney into the WinCap system, be sure to select 'Attorney' from the 'Vendor Type' drop-down box. The '1099' box will automatically check.

International Organizations are located outside of the United States. These companies will also need to receive a Form 1099, regardless of the type business entity selected. Ensure that the '1099' Box is checked when entering a new international vendor into the WinCap system.

Whether or not a Medical vendor receives a Form 1099 will depend on the type of business entity selected on the Form W-9. However, if a 1099 is required, please select 'Medical" from the 'Vendor Type' drop-down menu. In doing so, the 1099 box will be automatically checked.

Please note: No new vendor is to be entered into the WinCap system without the approval of the Purchasing Manager or the Assistant Superintendent for Business/Board Secretary.

IRVINGTON BOARD OF EDUCATION

APPENDIX – M

BUSINESS OFFICE

PURCHASING DEPARTMENT

One University Place, 4th Fl. . Irvington, New Jersey 07111 .
(973) 399-6800 . Fax (973) 372-0625

VENDOR INPUT FORM

DATE:_________________ REQUESTING LOCATION (Required): ________________________

APPROXIMATE AMOUNT OF PURCHASE: ___________________

REASON FOR REQUEST *(Please be specific)*:

____

____

COMPANY NAME: ____

INDIVIDUAL NAME: ____

IF EMPLOYEE, PLEASE CHECK ☐

STREET ADDRESS: ____

CITY: _____________________________ STATE: ________________________ ZIP CODE: _________________

PHONE NUMBER: ___________________________________ EMAIL: ___________________________________

The following documents are required and must be attached and submitted with this form:

- **Vendor's Form W-9**
- **New Jersey Business Registration Certificate**
- **Prohibited Activities in Russia and Belarus & Investment Activities in Iran (combined certification)**

Please email this form and supporting documentation to Purchasing at: purchasing@irvington.k12.nj.us

Please note: Based on the amount of purchase, additional documentation may be required

---FOR OFFICE USE ONLY---

1099 REQUIRED: Yes __☐ No __☐

Reason: _______________________________________ Approved for Entry By: _________________________

(July 2025)

IRVINGTON BOARD OF EDUCATION

APPENDIX – N

BUSINESS OFFICE
REQUEST FOR TRAVEL WAIVER

LOCATION: ____________________________ **DATE:** ________________

REASON FOR TRAVEL (Please be detailed)**:**

____
____
____
____
____

(Please attach supporting documentation)

WHO WILL BE TRAVELING?

No.	**NAME**	**TITLE**
1.		
2.		
3.		
4.		
5.		

(Please attach additional sheets, if necessary)

Number of Students Traveling (if applicable): ___________

TRAVEL DATES:

From: ___________________ through ____________________

Signature: ___________________________________

Note: In-state student athletic events requiring an overnight stay do not need a travel waiver. However, board approval and compliance with the US General Services Administration (GSA) are required.

APPENDIX - O

ETHICS IN PURCHASING

Financial Interest in any Contract: Direct or Indirect

No employee or board member may have a direct interest in any contract or agreement for the sale of goods and services to the Irvington Board of Education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the Irvington Board of Education.

Reference – N.J.S.A. 18A:6-8

Solicitation/Receipt of Gifts from Vendors – Prohibited

School board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor loan, service, or other thing of value from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act – N.J.S.A. (18A12-21 et. seq.

School District Responsibility – Recommendation of Purchases

School officials and employees who recommend purchases shall not extend any favoritism to any vendor. each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1et.seq.

School officials and employees are to avoid recommending purchases from members of their families, business that employ members of their families and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statues.

Vendor Responsibility – Doing Business with the Irvington Board of Education

Any vendor doing business or proposing to do business with the Irvington Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Irvington Board of Education or to any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Irvington Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

APPENDIX – P

CRIMINAL CODE CITATIONS

Title 2 C – Criminal Code

Acceptance or receipt of unlawful benefit by public servant for official behavior.

2C:27-9 Unlawful Official Business Transaction

A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest. (N.J.S.A. 2C:27-9)

2C:27-10 – Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior

"A public servant commits a crime in the fourth degree: if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant or another person, to influence the performance of an official duty or to commit a violation of an official duty.

Employees Prohibited from Signing Contracts

Irvington Board of Education employees are prohibited from signing any contract offered by a vendor.

The power to sign and execute contracts, after Board approval, lies with the Board Secretary.
Only the Board Secretary has the power to sign and execute contracts for the district.

Contracts signed by an employee are non-binding by the Irvington Board of Education, with the employee accepting the full responsibility for the costs of the contract.

Private Purchases – Prohibited

Goods and services procured by the Irvington Board of Education are exclusively for the use of the Irvington Board of Education and if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

Employees of the Irvington Board of Education are prohibited from purchasing privately, goods and services off the bid prices and quotation prices offered by the vendors to the Irvington Board of Education.

Emergency Check Request Form

Request Date: ____________________ **Purchase Order #** ______________________________

Check Amount: ____

Vendor Name: ____

Date Check Needed by: ____

State the EMERGENCY: ____

____

____

***Administrator Requesting Check:** ____
(Print)

____
(Signature)

Approval: ____
Superintendent/Assistant Superintendent for Business/Board Secretary

***Must be signed by an Administrator/Supervisor**

Agreement for Services 2025/2026
REVISED MAY 13, 2025

Questions regarding this Contract
Please contact: Hunt, Hamlin & Ridley
(973) 242-4471

IRVINGTON BOARD OF EDUCATION
1 University Place, 4th Floor, Irvington, NJ 07111
Telephone (973) 399-6800

AGREEMENT FOR VENDORS/CONSULTANTS & SOFTWARE LICENSE PROVIDERS

2025-2026

This Agreement is made and entered into this ______________ day of ________________, by and between the Irvington Board of Education (hereafter "IBOE") and ________________________________, (hereinafter referred to as "Consultant/Vendor") whose principal place of business is: ____.

IT IS AGREED THAT:

GENERAL INFORMATION:

I. Consultant/Vendor **(hereinafter, Consultant/Vendor shall include Software License Providers)** will provide the service(s) as set forth in this Agreement and in Exhibit A **(hereinafter Exhibit A shall include Addendums, Scope of Services Attachments and Software License Agreements or Quotes)**, which is attached hereto and made a part hereof, in coordination with the IBOE Superintendent or his/her designee.
Brief description of the product/services:
____
____
____
____

II. This Agreement shall be for a period commencing on the ____________ day of ________________, and ending on the ____________ day of ________________. (End date not to exceed **June 30th** of the current school year)

The compensation under this Agreement shall be at the rate and duration specified in Exhibit A, and not to exceed the amount authorized by the corresponding Board Resolution. Total compensation under this contract shall not exceed **$ ______________**, and will be pursuant to a written purchase order generated by the IBOE, and will be subject to availability of program/project funding. Advanced notice of changes in funding, if required, will be provided to Consultant/Vendor prior to beginning each program/project noted in Exhibit A.

III. Pursuant to Board policy, the Irvington Board of Education does not pay in advance of services. Upon completion of services to be performed, payments for services and reimbursement for expenses under this Agreement shall be made within the IBOE's usual course of paying such invoices, which typically will not exceed 45 days, from receipt of invoice from Consultant/Vendor.

IV. Consultant/Vendor shall not assign or transfer in any way his or her interests or obligations under this Agreement. Any attempt to do so will result in immediate termination of this Agreement. Any assignment is void.

V. This Agreement may be amended or modified at any time by mutual agreement of the parties in writing.

VI. It is understood and agreed that in their capacity of Consultant/Vendor the Consultant/Vendor is at all times independent contractors and neither he/she nor his/her employees are employees of the IBOE.

VII. Consultant/Vendor affirms that there are no encumbrances or obstacles, which will prohibit its performance pursuant to the terms of this Agreement.

VIII. To the extent that any contract terms or conditions contained herein are modified or contradicted by any terms or conditions contained in the attached Exhibit A, said terms and conditions of this contract shall be deemed overriding and controlling relative to any dispute between the parties.

Agreement for Services 2025/2026
REVISED MAY 13, 2025

Questions regarding this Contract
Please contact: Hunt, Hamlin & Ridley
(973) 242-4471

TECHNOLOGY RELATED SERVICES:

IX. Safeguarding the IBOE's Data: Consultant/Vendor agrees that use, storage, and access to the IBOEs Data will be performed with that degree of skill, care, and judgment customarily accepted as sound, quality, and professional practices. Consultant/Vendor shall implement and maintain safeguards necessary to ensure the confidentiality, availability, and integrity of the IBOE's Data.

X. The following clause "System Security" is only applicable to Consultant/Vendor who will provide technology-related services to the IBOE. (Technology-related services is defined as, but not limited to, software, providing network security and network storage, system updates, etc.). **All Consultants/Vendors must check "YES" or "NO" below indicating whether they will provide technology related services to the IBOE.**

Consultant/Vendor will be providing Technology related services to the IBOE.

______ **NO** ______**YES (Check One)**

If the Consultant/Vendor checks "YES", he/she/they must adhere to the "System Security" policy indicated below.

System Security: A System that is owned or supported by Consultant/Vendor and contains the IBOE's Data shall be secured as follows:

1. Consultant/Vendor warrants that their System is free of any system settings or defects that would create a potential breach.
2. The System shall use secure protocols (e.g. SSH, SSL, SFTPS, TLS, IPsec) to safeguard the IBOE's Data in transit.
3. Consultant/Vendor understands the System may be placed on a public network and warrants the System is sufficiently protected from compromises and attacks.
4. Consultant/Vendor may need to add a host-based or external firewall to protect the IBOE's System. If said Consultant/Vendor is unwilling to provide the additional protection, the IBOE has the option to add a host-based or external firewall, on its network, without breach of this Agreement, for the purpose of ensuring the protection of the IBOE's network.
5. Consultant/Vendor further warrants that it will not knowingly introduce, via any means, spyware, adware, ransom ware, rootkit, key logger, virus, Trojan, worm, or other code or mechanism designed to permit unauthorized access to the IBOE's Data, or which may restrict the IBOE's access to or use of the IBOE's Data.

PUBLIC WORK SERVICES:

XI. The Irvington Board of Education (IBOE) abides by the Prevailing Wage Act of New Jersey, and therefore, Consultant/Vendor who provide public works services that are funded in whole or in part with public funds valued at $2,000 or more, are required to submit **certified payroll records** to the IBOE for work covered under the Prevailing Wage Act. (N.J.S.A. 34:11-56.25 et seq.) Certified payroll records must be submitted to IBOE by all contractors and subcontractors for each employee on the project **within ten (10) days of the payment of wages.**

Is this a public works contract? ________ **NO** _______**YES (Check One)**
If yes, I ______________________________ (please print) fully understand that certified payrolls are due within ten (10) days of the payment of wages and agree to make timely submissions in compliance with the New Jersey Prevailing Wage Act.

______________________ ______________________
Signature Date

2

Agreement for Services 2025/2026
REVISED MAY 13, 2025

Questions regarding this Contract
Please contact: Hunt, Hamlin & Ridley
(973) 242-4471

FACILITY RENTAL - INSURANCE COVERAGE/ADDITIONAL INSURED ENDORSEMENT:

Is this a use of facilities contract? If yes, additional insured endorsement is required, as indicated below:

_______ NO _______YES (Check One)

XII. Without limiting or diminishing the Consultant's/Vendor's obligation to indemnify or hold IBOE harmless, Consultant/Vendor shall procure and maintain or cause to be maintained, at its sole cost and expense, Commercial General Liability Coverage (CGL), Worker Compensation Coverage (WC) and Cyber Professional Liability Coverage or Errors and Omission Coverage (E&O), with a minimum limit of one million dollars ($1,000,000) for each listed insurance coverage, during the term of this Agreement.

Irvington Board of Education, its Board of Members, officers, agents, employees, and volunteers are to be named as additional insureds on your Commercial General Liability Policy (CGL) pursuant to this agreement. Such insurance as is afforded by this policy shall be primary, and any insurance carried by Irvington Board of Education shall be excess and noncontributory. An Additional Insured Endorsement is required to accompany your Certificate of Insurance (COI) for the referenced coverages. A COI shall provide thirty (30) days prior written notice of cancellation. The referenced CGL is written on ISO form CG-001 without modification to the contractual liability, or waiver of subrogation provisions thereof. COI must also indicate that labor law coverage is not excluded under the CGL and WC policies.

BACKGROUND CLEARANCE:

XIII. Consultant/Vendor who will provide services which require the Consultant/Vendor or its agent and/or employees to interact with students on any IBOE facility and/or on any other facility **without supervision** must present a copy of the appropriate New Jersey Criminal and Child Abuse background clearances (or equivalent clearances within the Consultant/Vendor home state) from the Consultant/Vendor or its/his/her employees/members or agents.

Consultant/Vendor will be providing services which require Consultant/Vendor or its agent and/or employees to interact with students in an UNSUPERVISED CAPACITY.

_______ NO _______YES (Check One)

(If you have answered "Yes," attach a copy of background clearances to this Agreement.)

I certify that if I checked "Yes" above, the required proof of background has been provided and that I am in compliance with all applicable New Jersey statutory rules regarding background clearances to work within an educational setting and/or in an **unsupervised capacity** with children.

_____________________________ _____________________
Signature Date

The Consultant/Vendor or its agent and/or employees shall be fully liable for knowingly misrepresenting clearances as outlined in Paragraph XII of this Agreement.

I,__________________________________, by signing below, certify that the above checked response is true.
(Please Print Name & Title)

_____________________________ _____________________
***** Signature (Required)***** Date

Contract will not be approved without a signature above.

3

Agreement for Services 2025/2026
REVISED MAY 13, 2025

Questions regarding this Contract
Please contact: Hunt, Hamlin & Ridley
(973) 242-4471

XIV. The Consultant/Vendor agrees to indemnify and hold harmless the IBOE from all claims and damages arising from the consultant's/vendor's willful and/or negligent conduct, including but not limited to any claims and/or damages that arise from a result of Consultant/Vendor misrepresenting its/his/her clearance status in Paragraph XII of this Agreement.

XV. Agreement shall be governed by and interpreted under the laws of the State of New Jersey without regard to principles of conflicts of laws. The parties hereby consent to jurisdiction of the Essex County Superior Court, New Jersey.

ADDITIONAL PROVISIONS: ______________________________

____
____
____
____

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

____
Board Approval Date **(Required)**
(Attach page from Board Agenda)

______________________________ Consultant/Vendor (Print Name)	______________________________ (Signature & Date)
______________________________ IBOE Administrator (Print Name)	______________________________ (Signature & Date)
______________________________ Reggie Lamptey, CPA. Board Secretary Irvington Board of Education	______________________________ (Date)

ATTACH EXHIBIT A – (REQUIRED)

<u>(Quote/Proposal from Consultant/Vendor must include itemized cost)</u>

4

APPENDIX- S

Office of the Assistant Superintendent

Reggie Lamptey, CPA
Assistant Superintendent for Business/
Board Secretary

One University Place, 4th Fl. Irvington, New Jersey 07111
(973) 399-6800 x 2120 (973) 399-6855 fax
rlamptey@irvington.k12.nj.us

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Memorandum

To: Cabinet Members, Directors, Principals, and Supervisors

From: Reggie Lamptey, Assistant Superintendent for Business/Board Secretary RL

Date: July 2, 2025

Re: **Finance Agenda Submission Deadlines – 2025-2026 – Subject to Change - REVISED**

Resolutions for the Finance Agenda must be submitted to me by the due dates below. The resolution and any supporting documentation will have to be discussed with me prior to the meeting. In some cases, it may be necessary for you to attend the meeting and answer Board Member inquires. You will be notified if that is the case.

Agenda Items Due	Finance Committee Date	Board Meeting Dates
August 6, 2025	**August 13, 2025**	August 20, 2025
September 3, 2025	September, 10, 2025	September 17, 2025
October 1, 2025	October 8, 2025	October 15, 2025
November 5, 2025	November 12, 2025	November 19, 2025
December 3, 2025	December 10, 2025	December 17, 2025
January 7, 2026	January 14, 2026	January 21, 2026
February 4, 2026	February 11, 2026	February 18, 2026
March 4, 2026	March 11, 2026	March 18, 2026
April 1, 2026	April 8, 2026	April 15, 2026
REORGANIZATION	**MEETING**	**TBD**
May 6, 2026	May 13, 2026	May 20, 2026
May 27, 2026	June 3, 2026	June 10, 2026
June 17, 2026		June 24, 2026

APPENDIX- T

Office of the Assistant Superintendent

Reggie Lamptey, CPA
Assistant Superintendent for Business/ Board Secretary

One University Place, 4th Fl. Irvington, New Jersey 07111
(973) 399-6800 x 2120 (973) 399-6855 fax
rlamptey@irvington.k12.nj.us

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NOTICE OF REGULAR MEETINGS
IRVINGTON BOARD OF EDUCATION
IRVINGTON, NEW JERSEY 07111
2025-2026 School Year
(**Subject to change**)

The Irvington Board of Education Regular Monthly Meetings will be held **VIRTUALLY until further notice at 6:00 pm** on the following dates:

Wednesday, August 20, 2025
Wednesday, September 17, 2025
Wednesday, October 15, 2025
Wednesday, November 19, 2025
Wednesday, December 17, 2025
Wednesday, January 21, 2026
Wednesday, February 18, 2026
Wednesday, March 18, 2026
Wednesday, April 15, 2026
TBD - Re-Organization
Wednesday, May 20, 2026
Wednesday, June 10, 2026
Wednesday, June 24, 2026

Reggie Lamptey, CPA
Reggie Lamptey, CPA
Assistant Superintendent for Business/Board Secretary

c: Board Members
Dr. A. Vauss
Dr. M. Adegboyega
Mr. S. Evans
Ms. F. Irving
Ms. E. Correia
Mr. R. Monel
County Superintendent
Board Attorneys
Building Principals
Directors
Supervisors
Andrew Potts, Jr.
J. Ortiz
Irvington Education Association
Irvington Herald
The Star Ledger

APPENDIX- U

BUSINESS OFFICE
1 University Place – 4th Floor
Irvington, New Jersey 07111

All Addresses are Irvington, New Jersey 07111

A.	Administration Building 1 University Place – 4th Floor 973-399-6800	J.	Thurgood Marshall School 141Montgomery Avenue 973-416-3822
B.	Anna B. Scott Junior STEAM Academy 255 Myrtle Avenue 973-399-6879	K.	Union Avenue Middle School 427 Union Avenue 973-399-6885
C.	Augusta Pre-School Academy 97 Augusta Street 973-399-0524	L.	University Elementary School 1 University Place 973-399-6826
D.	Berkeley Terrace School 811 Grove Street 973-399-6850	M.	University Middle School 255 Myrtle Avenue 973-399-6879
E.	Chancellor Avenue 844 Chancellor Avenue 973-399-6935	N.	Irvington High School 1253 Clinton Avenue 973-399-6897
F.	Florence Avenue School 1324 Springfield Avenue 973-399-6862	O.	Rita L. Owens Steam Academy 36 Mt. Vernon Ave. 973-399-6409
G.	Grove Street School 602 Grove Street 973-399-6867	P.	Buildings and Grounds Department 503 Union Avenue 973-399-6842
H.	Madison Avenue School 173 Madison Avenue 973-399-6875	Q.	Security Department 1 University Place (973) 399-6879
I.	Mt. Vernon Avenue School 54 Mt. Vernon Avenue 973-399-6874	R.	Special Services 164 Orange Avenue (973) 399-6800 x1922

Revised as of July 2025

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