



SHARYLAND ISD
PURCHASING PROCEDURES

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Purpose and Goals

The overall purpose of the District's purchasing program is to provide procedures and guidelines which will assist in obtaining the best value while procuring goods and services through utilizing best practices to ensure compliance with board policy, state laws and federal regulations.

This manual is intended to provide guidance to district employees at the campus and department levels which will promote consistency in procurement practices throughout the District.

One of the goals established in the development of this manual is to provide practical guidelines and easy to understand instructions in a manner which will allow all district staff to implement best practices at each campus and department.

Services

The Sharyland Independent School District Purchasing Office is responsible for the organization and administration of procurement/purchasing for the District in accordance with the authority delegated by the Superintendent and the Board of Trustees. The goal of the purchasing office is to provide at the time and place needed in the proper quantity and of the proper quality: all materials, supplies, tools, and services required for the District's operations at the lowest possible cost while maintaining a reputation for fairness and integrity.

Contacting the Purchasing Department

The Purchasing Department receives many phone calls, faxes and visits each day. Experience shows us that an email is the most efficient way to contact a member of the Purchasing staff. The other ways work too... just not as well.

Purchasing Code of Conduct

The following code of conduct was developed for the Purchasing Department staff. However, the standards and ideals are applicable to all district employees involved in the purchasing process.

CODE OF CONDUCT

- Avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.
- Demonstrate loyalty to the District by diligently following the lawful instructions, procedures and policies using reasonable care while exercising only the authority, which has been delegated to you.
- Refrain from any private business or professional activity that would create a conflict between personal interest and the interests of the District.
- Refrain from soliciting or accepting money, loans, credits, discounts, gifts, entertainment, favors or services from present or potential vendors.
- Handle confidential or proprietary information with due care and proper consideration of ethical and legal ramifications and government regulations.
- Promote positive supplier relationships through courtesy and impartiality.
- Know and obey the letter and the spirit of laws governing the purchasing function and remain alert to the legal ramifications of all purchasing decisions.
- Ensure that all segments of society have the opportunity to participate in governmental contracts.
- Enhance the stature of the purchasing profession by improving technical knowledge and adhering to the highest ethical standards.

Violation of any policies, regulations, or guidelines, including making a false claim, offering a false statement, or refusing to cooperate with a District investigation, shall result in disciplinary action, including termination of employment.

The Purchasing Website and Staff

Purchasing Department Web Site:

[Purchasing Web Site](#)

[ION - Vendor Registration](#)

Coordinator of Purchasing: Jesse Salazar, 956-580-5200 Ext. 1045

Purchasing Specialist, Estela Robledo, 956-580-5200 Ext. 1019

District Buyer, Nelly Cantu, 956-580-5200 Ext. 1034

Purchasing Fax, 956-580-5229

Legal Considerations

The Purchasing Department monitors all purchasing activities, to assure purchasing compliance with all applicable statutory and legal requirements, district policy, best purchasing practice, and adherence to ethical standards advocated by the Board of Trustees. Awards of purchase contracts shall be subject to the following legal requirements.

Board Policy

- [BBFB \(LEGAL\) Ethics – Prohibited Practices](#)
- [CH \(LEGAL\) Purchasing and Acquisition](#)
- [CH \(LOCAL\) Purchasing and Acquisition](#)
- [CHH \(LEGAL\) Purchasing and Acquisition – Financing Personal Property Purchases](#)
- [CHG \(LEGAL\) Purchasing and Acquisition – Real Property and Improvements](#)
- [CK \(LOCAL\) Safety Program/Risk Management](#)
- [CR \(LEGAL\) Insurance and Annuities Management](#)
- [CV \(LEGAL\) Facilities Construction](#)
- [CV \(LOCAL\) Facilities Construction](#)
- [DBD \(LEGAL\) Employment Requirements and Restrictions – Conflict of Interest](#)
- [DBD \(LOCAL\) Employment Requirements and Restrictions – Conflict of Interest](#)

Federal Regulations

- Office of Management and Budget (OMB) Circular A-21 Educational Institutions
- Title 2 of the Code of Federal Regulations (2 CFR) Part 200
- Office of Management and Budget (OMB) [Circular A-87](#) State and Local Governments

State Statutes

- [Texas Education Code Chapter 44](#) – Fiscal Management – Subchapter B
- [Texas Education Code Chapter 45](#) – School District Funds – Subchapter G
- [Texas Business and Commerce Code](#)
- [Texas Local Government Code Chapter 171](#) – Regulation of Conflicts of Interest of Officers of Municipalities, Counties and Certain Other Local Governments
- [Texas Local Government Code Chapter 176](#) – Disclosure of Certain Relationships with Local Government Officials: Providing Access to Certain Information
- [Texas Local Government Code Chapter 271](#) – Subchapter B – Purchasing and Contracting Authority of Municipalities, Counties and Certain Other Local Governments
- [Texas Local Government Code Chapter 271](#) – Subchapter D – State Cooperation in Local Purchasing Programs
- [Texas Local Government Code Chapter 271](#) – Subchapter Z – Miscellaneous Provisions
- [Texas Government Code Chapter 552](#) – Public Information
- [Texas Government Code Chapter 791](#) – Interlocal Cooperation Contracts
- [Texas Government Code Chapter 2054](#) – Information Resources
- [Texas Government Code Chapter 2157](#) – Purchase of Automated Information Systems
- [Texas Government Code Chapter 2251](#) – Payment for Goods and Services
- [Texas Government Code Chapter 2252](#) – Contracts with Governmental Entities
- [Texas Government Code Chapter 2254](#) – Professional and Consulting Services
- [Texas Government Code Chapter 2269](#) – Contracting and Delivery Procedures for Construction Projects
- [Texas Health and Safety Code Chapter 361](#) – Solid Waste Disposal
- [Texas Health and Safety Code Chapter 435](#) – Dairy Products
- [Texas Agriculture Code Chapter 150](#) – Imported Meat

Awarded Vendor List

The [Awarded Vendor List \(AVL\)](#) is made up of vendors that have been awarded through a contract issued by Sharyland ISD. Using vendors listed on the AVL category list is the best way to help the District to stay compliant with purchasing law. In addition, it is the easiest way to purchase goods and services because pricing has already been negotiated on the District's behalf.

A brief overview of each type of information presented in the AVL is shown below.

Approved Vendors – Vendors are selected under one of the procurement methods stipulated in Chapter 44, section 44.031 of the Texas Education Code and approved by the SISD Board of Education before SISD can begin using their goods and/or services. SISD requires all vendors to have an approved procurement instrument (i.e., purchase order, term contract, blanket purchase agreement, etc.) in place prior to providing goods or services.

A list of vendors is found on the Purchasing website under Approved vendors and it is listed by category of similar like items.

Bid Number – The bid number is the number assigned to the solicitation in which the vendor was awarded a contract. Vendors may have more than one bid number since they may provide various categories of products and/or service. The first half of the number indicates the fiscal year in which the initial solicitation was performed while the second half indicates a sequential contract number within that fiscal year. This number should be included when possible on all requisitions using the Contract Number field in Skyward.

Title – This column indicates the name of the original solicitation. End users should use the contract title that matches what you are requesting to be purchased.

Expiration – This field will show you if the contract is active and when it will expire. Only contracts that are active will show in the AVL.

How Vendors Get Added to the Awarded Vendor List (AVL)

Sharyland ISD regularly issues bids/proposals for goods and services, and we encourage vendors to watch the [Current Vendor Opportunities](#) page for upcoming opportunities. Vendors interested in receiving notices for future opportunities, can receive more information by going to the [ION](#) Vendor Online Registration page under the Purchasing website, this is the best method to see all upcoming bids and specifications.

Purchasing Cooperatives

The District also partners with other purchasing entities such as ESC 1, ESC 2 (Good-buy), Department of Information Resource (DIR), TASB's BuyBoard, Houston- Galveston Area Council (H-GAC), and Harris County Department of Education (HCDE) Choice Partners Cooperative, Allied State Cooperative (ASC), Keystone Purchasing Network, Omnia Partners, Texas Smart Buy and The Interlocal Purchasing System (TIPS). Vendors are recommended to contact these entities as well. The Purchasing Department manages a list of these [approved vendors using legal cooperatives](#). End users are encouraged to view this list frequently for an additional 7,000+ vendors.

Sharyland ISD is also eligible to procure goods and services through State of Texas contracting programs such as [Texas State Term Contracting](#), [Texas Multiple Award Schedules \(TXMAS\)](#), and [Department of Information Resources \(DIR\)](#).

Creating a New Vendor in Skyward

When making a purchase, you may occasionally identify a vendor that has not had a vendor number created or there may be other circumstances that require a new vendor number. To get a vendor number created, you will need to obtain a [W-9 and a CIQ form](#) from the vendor. The requesting user must fill out a [Vendor Master Form](#), form located on the [Purchasing Website](#). The W-9 and CIQ must be attached in the form. You will receive an email once the vendor code has been created.

Miscellaneous Purchases (Open Market)

Miscellaneous purchasing is purchasing from non-approved vendors. These purchases are categorized as miscellaneous purchases because the District does not have approved vendors that can provide this type of service or merchandise. Typically, these are items that are low in cost or don't have an identified product category of their own.

Miscellaneous Categories – These are the commodities identified by the Purchasing Department. At the end of the fiscal year these purchases are evaluated by the Purchasing Staff to determine if these items need to be formally procured under the, section 44.031 of the Texas Education Code.

Purchasing Guidelines

All purchases, leases, maintenance agreements, and contracts must comply with the following general requirements set by the Board in local policy [CH] "Purchasing and Acquisition".

To assist the campuses with the purchasing of food and incentives, we have established the following [Purchasing Do's and Don'ts](#). We have created a simple table for [Purchasing Guidelines](#) (See Chart at bottom of this section)

Schools and departments are encouraged to use vendors currently under contract with the District for all procurements. If the District does not have a current contract for the commodity or service needed, the following procedures apply.

For purchases of personal property or services totaling less than \$50,000 in the aggregate for the fiscal year, schools and departments will be allowed to purchase using the Best Value criteria for the individual transaction, with the following guidelines:

Purchases - (Up to \$3,499)

Items or services up to \$3,500. Staff should utilize a SISD awarded vendor or a cooperative contracted vendor to ensure quick processing. Staff under \$3,500 may be made in the most expeditious manner possible in order to meet the needs of the schools and departments. Although encouraged to utilize SISD awarded vendors, new vendors may be entered as needed. One written quote needs to be attached to the requisition as backup of purchase. District Aggregate applies.

Principals and budget managers have the authorization to make spot purchases up to \$50. A spot purchase is a one-time purchase occasioned by a small requirement, an unusual circumstance, or to take advantage of a favorable market condition (ex: going out of business sale). The spot purchases may be done with Petty Cash. A tax exemption form must be presented to the vendor at the time of the purchase. SISD does not reimburse for state sales tax.

Purchases from \$3,500-\$49,999

Items or services over \$3,500. Staff should utilize a SISD awarded vendor or a cooperative contracted vendor to ensure quick processing. This does not guarantee the purchase will be able to be made if the District spends over \$50,000 in the aggregate for the entire fiscal year in that category. Category spend is maintained by the Purchasing Coordinator. Schools and departments must provide three written quotation regardless of the fund being used (Local or Federal) for the requisition with few exceptions (see below). The three quotes along with recap form must be attached to the requisition for backup. If using a cooperative contract, the vendor should reference their cooperative contract number and cooperative name on the quote.

Exceptions:

- Travel reimbursements
- Purchases made with Fund 865 Funds (Student Clubs)
- Interlocal – Examples include Communities in Schools, Region 1 ESC, etc. (Please check with Purchasing Coordinator as these may require board approval)
- Newspaper Subscriptions to the Monitor and other local newspapers
- Newspaper legal notices
- Admission Fees associated with Student Field Trips
- Membership Fees to professional associations
- Registrations
- Professional Services; Note: Over \$50,000 requires Board approval.
- Postage purchased from the Post Office
- Fuel
- Produce
- Food – meals for meetings and events from fast food restaurants.

For District Operations only (Utilities, CNP, Transportation, and Maintenance). Purchases from SISD awarded vendors or cooperative contracted vendors may be processed as a blanket order rather than the user having to do several requisitions each time a need arises. Once you use up your blanket order that was issued, you will have to issue a new requisition for another blanket purchase order if you still want to use that vendor. Blanket orders are closed at the end of the school year.

Purchases \$50,000 and over

For any purchases over \$50,000 regardless if using an SISD awarded vendor or a cooperative contracted vendor, the Purchasing Department should be contacted so that a formal competitive procedure can be followed in the procurement process. The Purchasing Department will assist the campus or department in following the statute requirements for competitive procurements and in preparing the contract recommendations for Board consideration. The Purchasing Department maintains lists of potential vendors for this purpose. The Purchasing Department can assist the campus or department by identifying any potential problems or pitfalls that might occur with the procurement.

When dealing with federal funds we must follow the more restrictive of the federal or state laws. EDGAR Procurement rules beginning July 1, 2018.

Purchases over \$250,000 (Involving Federal Funds)

You must do an independent estimate AND cost/price analysis and then follow procedure for over \$50,000 as listed above.

Self-Certification of Micro-Purchase Threshold

Per § 200.320(1)(iv)(C) the Non-Federal entity may increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with §200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation. Section (C) allows public institutions, to increase to a higher threshold consistent with State law.

In this case, SISD **has not** increased their threshold to \$49,999.99 to be compliant.

Purchasing Levels and Requirements

STATE, FEDERAL and LOCAL FUNDS				
Purchase Commitment	Support Recommended	Additional Forms	RFP/BID	Board Approval
Purchases from Non-Approved Vendors	Up to \$3,499 One Quote, over \$3,500 Three Quotes	Justification form. \$3,500 and over Recap Form	None, unless over \$50,000	None unless over \$50,000
Purchases from Approved Vendors	Up to \$3,499 One Quote, Over \$3,500 Three Quotes	\$3,500 and over Recap Form	Already completed by Purchasing or COOP	Over \$50,000 required
Purchases over \$50,000 from Non-Approved Vendors	Formal Bid Required	BID Tabulation or COOP Tabulation	Required	Required
Sole Source Purchases Call Purchasing before vendor signs affidavit	Up to \$3,499 One Quote	Over \$3,500 Justification Form, vendor affidavit	None	Over \$50,000 required
Sole Source – Cont'd	Preferred items are not considered sole source, you will need three quotes from vendors that provide similar products or services.			
Purchases over \$250,000 with Federal Funds	Price and Cost Analysis required	Bid or COOP Tabulations	Required	Required

Annual Aggregate

State, Local, and Federal Funds

Sharyland ISD requires that schools and departments reference an awarded contract when creating a requisition. An [Awarded Vendor List \(AVL\)](#) containing all currently awarded vendors is available online to assist them. Sharyland ISD has over 30 awarded categories in effect that cover many routine needs for the District. Contracts include Maintenance Supplies, Instructional Materials, Technology Items, and Screen-Printing Services, Award Services and Athletic Supplies.

In addition, end users have the option of using an awarded vendor from the [Cooperative List](#). This list contains over 40,000 additional awarded vendors from over 13 cooperatives which SISD is a member.

Daily reports are reviewed by the Buyer and Coordinator to ensure that all purchases are following state and federal laws. Commodities that are nearing thresholds are noted and then are analyzed to make informed decisions.

All procurement requests are reviewed by both the Purchasing Coordinator and the Buyer. The Buyer looks for compliance with existing pricing and contract terms and conditions. The requisitions are reviewed by the Director of Purchasing for compliance with procurement statutes and District policies. Because of this review process, trends are identified and appropriate action may be taken.

Purchasing Pitfalls

Some of the most common pitfalls that are experienced involve the following:

Rush or Non-Standard Purchase Orders – Allowing enough time to review requisitions is important to having success. It allows for proper review and make corrections as needed.

It must be noted that acquiring goods or services without a properly issued purchase order is a violation of board policy (CH LOCAL).

Component, Separate or Sequential Purchases – This is basically dividing purchases up into multiple requisitions in order to avoid normal purchasing practices. This is a violation of board policy and state law (CH LEGAL and Texas Education Code Chapter 44).

Purchases over \$50,000

Under Texas Education Code 44.031, all school district contracts, except contracts for the purchase of produce or vehicle fuel, valued at \$50,000 or more in the aggregate, for each 12-month period shall be made by the method, of the following methods, that provides the best value for the district.

1. Competitive bidding for services other than construction services;
2. Competitive sealed proposals for services other than construction services;
3. A request for proposals, for services other than construction services;
4. An interlocal contract;
5. A method provided by Chapter 2269, Government Code, for construction services;
6. The reverse auction procedure as defined by Section 2155.062 (d), Government Code;
7. The formation of a political subdivision corporation under Section 304.001, Local Government Code.

Exceptions to Competitive Bidding - Texas Education Code 44.031 (a) and (b)

Professional and Consulting Services

Under Texas Education Code 44.031 (f), this section does not apply to a contract for professional services rendered, including services of an architect, attorney, certified public accountant, engineer, or fiscal agent. A school district may, at its option, contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Section 2254.003, Government Code, in lieu of the methods provided by this section. NOTE: federally funded professional service contracts must be let on a competitive basis.

Competitive bids shall not be solicited for professional services of any licensed or registered:

- certified public accountant,
- architect,
- landscape architect,
- land surveyor,
- physician, including a surgeon,
- optometrist,
- professional engineer,
- state-certified or state-licensed real estate appraiser, or
- registered nurse.

Contracts for these professional services shall be made on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price. Government Code 2254.002, 2254.003(a).

In connection with certain professional service contracts, specifically architectural or engineering, Chapter 2254, Government Code, requires a two-step negotiation process. The two-step process only allows negotiation of price after an initial selection based upon demonstrated competence and qualifications of the person/firm.

Emergency Procurements

Under Texas Education Code 44.031 text of sub. sec. (h) as amended by Acts 1999, 76th Leg., ch. 1225, "If school equipment or a part of a school facility or personal property is destroyed or severely damaged or, as a result of an unforeseen catastrophe or emergency, undergoes major operational or structural failure, and the board of trustees determines that the delay posed by the methods provided for in this section would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment or the part of the school facility may be made by methods other than those required by this section."

The Board of Trustees has delegated to the Board President and/or Superintendent the authority to take necessary action in the event of a catastrophe, emergency, or natural disaster affecting the District and the authority to contract for the replacement or repair of school facilities and/or equipment under Education Code Chapter 44, Subchapter B. [see CH (LOCAL)].

Sole Source Purchases

There are very few sole source vendors with the increased shopping options on the internet and more competition than previously available. Please contact the Purchasing Director to ensure your purchase is indeed a sole source.

If the Purchasing Director approves your purchase via sole source:

Fill out the [SISD Justification form](#) and ask the vendor to submit a sole source affidavit.

Submit the form to the SISD Purchasing Department along with the Purchasing Requisition for review. If the Purchasing Department approves the Sole Source request, your requisition will be approved. If there are any problems with the affidavit, the Purchasing Department will contact you.

Sole source purchases over \$50,000 will also require Board approval.

Selected purchases may be exempt from competitive procurement if they meet established criteria for a sole source purchase:

- Identification and confirmation that competition in providing the item or product to be purchased is precluded by the existence of a patent, copyright, secret process, or monopoly.
- A film book or manuscript.
- A utility service; including electricity, water, gas, etc. where competition is not available.
- A captive replacement part or component for a larger piece of equipment.

Please call the Purchasing Department with any questions.

Non-competitive Designation for Purchases of Certain School District Services

By state law and local policy, a Texas school district is required to attempt to obtain competition for purchases that meet specific thresholds, and it is always in the best interest of the school district to compete all purchases no matter the dollar amount. Sometimes specific purchases may not allow for competition due to the nature of the service, based on how it is made available or who will be providing the service, and no true competition exists. These qualifying purchases may be approved by the Purchasing Department and be designed as a non-competitive procurement. However, if the Purchasing Department determines that competition can be found, the procurement must follow the standard purchasing guidelines for competitive purchases.

NOTE: This designation does not conflict with the requirements set forth in Section 44.031(j) of the Texas Education Code for items qualify to be purchased from a single source (also known as "sole source").

Purchase of certain services made under this process should be defined as:

- When an expertise or service is available only through a governmental entity, whether local, state, or federal, to comply with legal requirements.
- When an employee of the school district pays to obtain a membership into an exclusive professional organization, registration fees related to school business, fees associated with UIL or other school related competitions.
- When an employee of the school district attends a conference, assembly, seminar, workshop, or training session related to school business or job skills in a specific discipline or area of expertise, and must pay a fee in order to attend.
- Subscription fees to particular publications needed in the performance of duties or educational requirements.
- Field Trips to specific locales or events.
- A particular facility location makes it prohibitive to go to another less conducive location based on

proximity to the school or facility.

- Based on availability or schedule, a particular rental property or facility is chosen while other locations are unavailable or are not conducive to the needs of the school district.

Advertisement

Under Texas Education Code 44.033 (g), notice of the time by when and place where the bids or proposals, or the responses to a request for qualifications, will be received and opened shall be published in the county in which the district's central administrative office is located, once a week for at least two weeks before the deadline for receiving bids, proposals, or responses to a request for qualifications. Additionally, SISD utilizes the World Wide Web to advertise bid/proposal opportunities and increase its competitive environment.

Competitive Bidding

Definition

Competitive bidding is a formal process consisting of procedures that may also be referred to as competitive sealed bidding, or more simply as sealed bidding or formal bidding. Competitive bidding is the preferred method of procurement.

The competitive bidding process requires that bids evaluation and awards be made solely upon bid specifications, terms and conditions contained in the request for bids document, and according to the bid prices offered by vendors and pertinent factors that may affect contract performance; no substantive changes are permitted to the bid terms, conditions and specifications.

The request for bids contains the purchase description or specifications covering the item(s), work and/or services needed, the terms and conditions for the proposed bid contract, the time and place for opening bids and other provisions, as necessary. The advertisement for bids; and description in the request for bids of item(s), work and/or services needed, and specific terms and conditions must be done in a manner that accomplishes the primary purposes of competitive bidding - stimulate competition and obtain the lowest practical price for the work, service and/or item(s) needed.

Purpose and Intent for Competitive Bidding

The purpose and intent of competitive bidding is to help public schools secure the best work and materials at the lowest practical prices by stimulating competition. If a district advertises purchasing needs relating to large expenditures, purchasing in large quantities will probably result in lower costs either per unit item or in the aggregate.

To eliminate unfair advantage, vendors that develop or draft specifications, requirements, statements of work, and invitations for bids are excluded from competing in such procurement.

Bid Document Elements

The following items are necessary in the preparation of a bid document and in requesting bids. Note: It is important to note that each element must be appropriately structured to suit the items or services bid.

- Newspaper Advertisement
- Notice to Bidders
- Standard Terms and Conditions
- Special Terms and Conditions
- Evaluative Criteria and Relative Weights (mandatory for construction services)
- Specifications

- Scope and Intent
- Definitions and Applicable Documents
- Requirements
- Quality Assurance
- Price Form/Response Sheet
- Criminal Background Check and Felony Conviction Notice
- Non-Resident Bidder's Certification
- Non-Collusion Statement
- Conflict of Interest Questionnaire
- Compliance with HB 1295
- Compliance with HB 89 and SB 252
- Note: additional forms to comply with 2 CFR 200 are required when using federal funds.

Vendor Award Criteria

Under Texas Education Code 44.031 (b), except as provided by this subchapter, in determining to whom to award a contract, the district shall consider:

1. The purchase price;
2. The reputation of the vendor and of the vendor's goods or services;
3. The quality of the vendor's goods or services;
4. The extent to which the goods or services meet the district's needs;
5. The vendor's past relationship with the district;
6. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;
7. The total long-term cost to the district to acquire the vendor's goods or services; and
8. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:
 - a. Has its principal place of business in this state; or
 - b. Employs at least 500 persons in this state; and

Note: This criterion is not applied when using federal funds.
9. Any other relevant factor specifically listed in the request for bids or proposals. Factors that the district may consider under this criterion would include:
 - a. Vendor response time
 - b. Compatibility of goods/products purchased with those already in use by the district.

Note: Price is always the highest percentage in evaluations. Experience is based on a survey of references submitted by proposers.

Competitive Sealed Proposals and Request for Proposals

Definition

Competitive proposal procedures provide for full competition among proposals. The procedures allow for negotiation with the proposer or proposers to obtain the best services at the best price. During the evaluation process prior to award of a contract, the negotiation process allows modification and alteration of both the content of the proposals and price.

Professional and nonprofessional service contracts involving federal funds are required to be let on a competitive basis, under 2 CFR 200. Competitive procurement procedures, Section 44.031(a) (2) -(8), TEC, are for certain procurement situations as an alternative to competitive bidding procedures. Competitive proposal procedures are recommended, where other procurement procedures are not required according to state or federal rules, laws or regulations, to stimulate competitive prices for services.

To eliminate unfair advantage, vendors that develop or draft specifications, requirements, statements of work, and requests for proposals are excluded from competing in such procurement.

Highlights of this procurement method

- Competitive Sealed Proposal must be used for award of a construction contract
- Competitive Proposals is identical to competitive bidding
- Newspaper Advertisement is identical to competitive bidding
- Notice to Proposers is identical to competitive bidding
- Impartiality and equal access and opportunity is identical to competitive bidding

Below is an example of a Request for Competitive Sealed Proposal (RFCSP) process. It may also be used for a Request for Proposal (RFP), with appropriate modifications made to accommodate the less structured requirements of that method.

Competitive Sealed Proposals

The use of a Competitive Sealed Proposal (CSP) shall be determined by a responsible purchasing authority who determines that the use of competitive sealed bidding is either not practicable or not advantageous to the district (for construction services use of this method must be determined by the board of trustees before the advertisement for proposals).

Terms and conditions are identical as those for competitive bidding except any reference to bids or proposers should be changed or interpreted as offers or offerors. Additionally, anything addressing the finality of the offer needs to be disregarded because proposals are negotiable.

To eliminate unfair advantage, vendors that develop or draft specifications, requirements, statements of work, and requests for competitive sealed proposals are excluded from competing in such procurement.

Components of the Request for Competitive Sealed Proposals

Notice	Identical to Competitive Bidding.
Statement of Work	This includes a description of the item or service to be purchased.
Proposal Clauses	Can be identical to the competitive bids, but may be subject to negotiations.

Competitive Sealed Proposal Document Elements

This section includes a brief explanation of each element contained in a proposal document. The following items are necessary in the preparation of a request for proposal.

Note: It is important to note that each element must be appropriately structured to suit the proposed items or services and to identify acceptable ways to customize request for proposal documents.

- Newspaper Advertisement
- Notice to Proposers
- Standard Terms and Conditions
- Special Terms and Conditions
- Scope of Work - general in nature
 - Scope and Intent
 - Definitions and Applicable Documents
 - Requirements - tend to be more open ended than competitive bid
 - Quality Assurance
- Price Form/Response Sheet
- Criminal Background Check and Felony Conviction Notice
- Non-Resident Bidder's Certification
- Non-Collusion Statement
- Conflict of Interest Questionnaire
- Compliance with HB 1295
- Compliance with HB 89 and SB 252
- Note: additional forms to comply with 2 CFR 200 are required when using federal funds.

Negotiation

Negotiation is the most difficult part of the Request for Competitive Sealed Proposal process, and the most difficult to control. From the beginning of the process through contract award, it must be made clear to vendors and using departments/campuses that designated person(s) may do the negotiation for the district.

Negotiation is subject to the same guidelines as any purchasing action: impartiality and equal opportunity to compete.

As in any purchasing action, record keeping is vital, and accurate records of conversations must be kept in order to prove fairness throughout the negotiating process.

Special requirements apply in connection with negotiating a contract for construction services. In connection with any contract for construction services for which request for bids, proposals, or qualifications are published, it is important to note that offerors must be notified in writing when negotiations are terminated in order to initiate negotiations with the next best ranked offeror.

Evaluative Criteria and Relative Weights for Proposals and Competitive Sealed Proposals (mandatory for construction services)

The evaluative criteria and relative weights the governmental entity may consider are as follows:

1. Price (x%);
2. Experience and reputation of proposer (x%);
3. Quality of the proposer's goods or services (x%);
4. Safety record of proposer (x%);
5. Proposed personnel (x%);
6. Proposer's financial capability (x%); and
7. Other relevant factor specifically listed in the request for proposals (x%).

Requisition Processing

The purchasing department will process requisitions within 24 hours from the time it shows up in the purchasing inbox, with the exception of peak periods.

Purchasing will monitor cumulative purchases for the year by commodity category code to see when formal bids will have to be advertised and approved by the Board of Trustees. These aggregates are tracked for the entire District per category.

Contracted Services

Professions not listed above as Professional Services should be considered Contracted Services and are subject to state and federal bidding laws.

In order to secure consulting services in unlicensed areas such as professional development, musical instrument instruction, choreography instruction or other services which are not considered professional services as defined by state law (contact Purchasing with any questions), you must complete the following steps prior to receiving any services.

1. Identify prospective vendors from the Awarded Vendor List (AVL). If you cannot identify prospective vendors due to the type of service which is required, contact the Purchasing Department for assistance.
2. Complete a Consultant Contract.
3. If the vendor doesn't exist in Skyward, they may need to complete an Internal Revenue Service form and the Districts forms W-9, CIQ, Vendor Master Form
4. Enter a requisition in Skyward with the Consultant Contract, Fingerprint Search Consent form and HR approval form, Quote and Justification form.

Contract Management

Contract management involves all aspects of contracts from the review and approval process, the receiving of goods or services, vendor evaluation, vendor payment and contract close out. This section is focused on what makes up a contract along with the approval process for all contracts obligating the District.

Contracting Basics

A contract is an agreement between two parties for goods or services for consideration. Simply stated, a contract is a legal arrangement for one person to provide a good or service in exchange for money.

A contract can be as simple as a purchase order or may be a complicated multi- page document that requires extensive legal review.

Normally, contractual obligations are met with no problems. However, things go wrong once in a while. These are the times that certain clauses or terms become very important. If you are asked to review a contract, here are a couple of basic things to look for: **For contract assistance contact Purchasing Department.**

1. Legal Venue – The legal venue should always be in Hidalgo County, Texas in order to place the District in the most advantageous position.
2. Governing Law – Texas should always be cited as the governing law for any contract that the District enters into.
3. Dispute Resolution – Any dispute resolutions provisions should avoid requirements for arbitration. Requirements for mediation before litigation are generally more advantageous for the District.
4. Termination – Any long-term contract should include a provision for cancellation based on a certain number of days of written notice. This will allow the District to be flexible in curriculum programming as well as other changing situations.
5. Fund Out Clause – It is recommended that contracts contain a clause that allows the District the opportunity to cancel the contract with no penalty in the event that budgetary allocations are not appropriated by the Sharyland ISD Board of Trustees or otherwise not made available to the District.

Contract Approval

The Coordinator of Purchasing and/or General Counsel must review all contracts, lease and maintenance agreements before signing according to the flow chart below.

Principals and Administrators are not authorized to sign on behalf of the District without the delegation of authority by Chief Financial Officer or Coordinator of Purchasing, and having the document reviewed by the Purchasing Office or General Counsel prior to it being signed.

1. License Agreements and Software re-renewals can be signed by Dept. Head, Supervisor or Principal. Must be attached to requisition when requesting payment.
2. New contracts and multi-year agreements need to be reviewed by purchasing.
3. To help with expediting legal review of contracts and agreements, send documents to the Purchasing Department.

Blanket or Open Purchase Orders

Blanket or Open purchase orders can be a useful tool when procuring products or services throughout the school year. A Blanket Purchase Order is generally issued to vendors when you do not know exactly what you will be purchasing or how much, but you know the vendor you will be using. The most common vendors involved are retail oriented. For example, if you need to purchase refreshments for a parent meeting, it would be an inefficient use of time to visit the store, determine the exact costs, return to your office to submit a requisition and then purchase the items upon receipt of a detailed purchase order. Sam's Club, Home Depot, and Lowe's are examples. When entering a blanket PO, the end user must supply the list of authorized buyers in the comment section of the requisition. This will provide the vendor with those names of staff that can place an order against the blanket.

Receiving Orders

RECEIVING REPORTS

End Users are responsible for prompt receiving of materials delivered directly to their location. Receiving report should be complete within two (2) business days. The following are some of the problems related to late or improper receiving reports:

- Non-payment of invoices
- Loss of vendor credit
- Loss of vendor support
- Non-delivery or delayed delivery of other end user's orders
- Higher costs on future purchases
- Remember to receive on all "Shipping and Handling Charges" also

Common Problems Associated with Receiving Material

A. DUPLICATE SHIPMENTS

If a duplicate shipment of merchandise is received, the school or department has two options: If funds are available, they may keep the merchandise if approved by the purchasing department and pay for it or return it to the vendor. Items returned to the vendor may result in restocking fees. Please refer restocking fees to Purchasing for disposition.

If funds are available and the school department decides to keep the merchandise, it must be paid by issuing a new requisition when the invoice arrives and the user department must attach the email approval received from purchasing where they were authorized to keep the items.

If a duplicate shipment of merchandise is received, the school/department may refuse the later shipment at the time of delivery. If it is not refused and the school/department decides to return it to the vendor, the following procedures should be followed:

1. If the vendor is within the city

- Contact the vendor and request pick up
- Request a credit memo be issued
- Contact the Purchasing Office/Accounts Payable and advice of duplicate

If the vendor is out of town:

- Request an RMA number from the vendor
- Request the vendor make shipping arrangements to pick-up the material from the school or office
- Contact the Purchasing Office/Accounts Payable and advice of duplicate
- Returns must be made within 30-days of receipt

B. DAMAGED MERCHANDISE / ITEMS RECEIVED IN ERROR

If supplies/materials are damaged or received in error at the time they are delivered, the School / department should refuse to accept the shipment. However, if damaged or erroneous materials are accepted, annotation should be made on the delivery ticket, packing slip, and receiving report. Then the procedures for returning duplicate shipments should be followed. Please make sure to notify both purchasing and accounts payable about damaged or items received in error in order that payment is not sent to the vendor for these items.

If supplies/materials are returned because of a school / department error and through no fault of the vendor, there may be a restocking charge and/or return freight charge. These additional charges will be charged against the school or department budgets.

For assistance with damaged or erred merchandise, please call the Purchasing Department.

C. OUTSIDE VENDOR'S REPAIRS

For equipment that does not have a maintenance contract, departments or schools must submit to the Purchasing Department a requisition for repairs. Be specific by including on the requisition the make, type, model and serial number of the equipment with a brief description of the problem. Only one vendor can be used per requisition.

Therefore, if you have three IBM typewriters and one vendor does all repairs, there would be only one requisition needed. Multiple pieces of equipment must have separate requisitions if different vendors are involved. Have the vendor provide you with an estimate of what it may cost so you can include that information on the requisition. If the school or department has not recommended a vendor, the Purchasing Department will assign one in accordance with state and local regulations.

Once the vendor determines what exactly needs to be repaired and what the actual cost is, if the amount is higher than what was estimated on the requisition, send an email to purchasing (make sure to include the budget manager in the email) requesting that we revise the purchase order to indicate the actual cost. Keep service tickets for a history file on your equipment.

Upon receipt of the returned item, the using department should complete the receiving report.

Repair requisitions should not be sent to Purchasing for equipment that has a maintenance contract. Simply call the vendor, verify that your maintenance contract is active, and request service.

If you feel that your work has not been handled properly, please contact Purchasing in writing so records can be maintained about the performance of the vendors. Purchasing will work with you to rectify any problems you may be experiencing.

Federal Funds and EDGAR

Guidelines Related to Specific Costs

Funds must be expended for reasonable and necessary costs in conducting grant activities. Reasonable means a cost is consistent with prudent business practice and comparable to current market value. Necessary means the cost is essential for you to accomplish the objectives of the project. Your organization must comply with the applicable Federal cost principles in expending grant funds. See the last section of this appendix for a list of the Federal cost principles. This document addresses certain specific costs only and is not intended to be all-inclusive.

Advertisements

Advertisements are allowed for recruiting grant personnel only as long as the advertisement is not in color and not excessively large. Advertisements are allowed for communication with the public and press when the costs are considered necessary as part of the outreach effort for the grant.

Alcoholic Beverages

Alcoholic beverages are not allowable under any circumstances.

Audit Fees

Audit fees are allowable in accordance with the following: n Audit fees and expenses may not be charged to State-funded grants. Audit fees and expenses are allowable only when the audit is required by and performed in accordance with OMB Circular A-133, Audits. Audit fees and expenses may not be charged as a direct cost when such audit-services costs are part of your organization's indirect cost pool.

Awards for Recognition and Incentives for Participation

Minimal-cost certificates, plaques, ribbons, small trophies, or instructionally-related items to be used in the classroom (such as pens and pencils) are acceptable incentives for participation in program activities or awards for recognition. The following items may be donated by others but may not be purchased with grant funds:

- gifts or items that appear to be gifts
- souvenirs, memorabilia, or promotional items, such as T-shirts, caps, tote bags, imprinted pens, and key chains
- "door prizes," movie tickets, gift certificates, passes to amusement parks, and so on
- food of any kind (snacks, beverages, refreshments, meals, and so on)

Calendars and Calendaring Systems

Calendaring systems to manage personal calendars—whether paper calendars, personal digital assistants (PDAs), or electronic or software calendars—are not allowable costs.

Cellular Telephones for Personal Use

A cellular telephone for personal use is not an allowable cost.

Ceremonies, Banquets, or Celebrations

Costs associated with ceremonies, banquets, or celebrations are not allowable.

Conflict of Interest

Any purchase or expenditure that would pose a conflict of interest, real or perceived, is not allowable.

Construction, Remodeling, or Renovation

These costs are not allowed unless specifically authorized in the authorizing program statute and unless specifically approved by TEA in the applicable grant application.

Consultants

You shall not use or pay any consultant in the conduct of this application if the services to be rendered by such consultant could have been rendered by your employees. You must select consultants based on demonstrated competence, qualifications, and experience and on the reasonableness of the proposed fee. The District does not pre-pay for services in advance.

Employee Service Awards

Employee service awards cannot be paid from grant funds.

Employer Contributions to Voluntary Retirement Plan

Employer contributions to an employee's voluntary retirement plan, such as a 401k or 403b, are not allowable.

Entertainment, Recreation, Social Events

Costs associated with any type of entertainment, recreation, or social event are not allowable.

Field Trips

If specified in the grant program, educational field trips are allowable under certain circumstances if allowed in the grant program. Educational field trips are approved, planned instructional activities that involve students in learning experiences that are difficult to duplicate in a classroom situation. These field trips should provide hands-on activities that encourage students to experiment and ask questions. The field trip must support Texas Essential Knowledge and Skills (TEKS), must be reasonable in cost, and must be necessary to accomplish the objectives of the grant program. The field trip must also appear as a part of the teacher's lesson plans, which should include activities that prepare students for the trip and follow-up activities that allow students to summarize, apply, and evaluate what they learned from the trip. Costs for the field trip must be reasonable. Any entrance fees and transportation costs must be reasonable in comparison to the intended objectives of the trip. For audit purposes, your organization must maintain documentation of the field trip and must provide clear evidence of how the expense ties back to an instructional objective.

Documentation should include the following:

- destination of each field trip
- costs associated with each field trip
- objectives to be accomplished from conducting the field trip
- teacher's lesson plan and follow-up activities

If the supplement-not-supplant requirement applies to the grant program in question, documentation must demonstrate the supplementary nature of the field trip as well.

Examples of appropriate educational field trips include the following:

- curricular academic activities focused on math, science, and technology, such as service learning, internships, UIL competitions (robotics, math), or science and technology fairs
- laboratory and field investigation instruction, used to improve students' understanding of science TEKS objectives
- trips to a river, archaeological site, or nature preserve that might include contracting with local science

centers, museums, zoos, and horticultural centers for visits and programs

- trips to the local library to increase access to high-interest reading materials
- visits to colleges and universities to encourage interest in the pursuit of higher education

Unallowable Costs Related to Field Trips

The following costs are not allowable:

- field trips for social, entertainment, or recreational purposes
- field trips that supplant and do not supplement local or state expenditures or activities
- field trips that are not part of a teacher's lesson plan or that do not meet the instructional objectives of the grant program
- field trips that are not reasonable in cost or are not necessary to accomplish the objectives of the grant program
- field trips that are not properly documented (as described above)

Food and Beverage Costs

Expenditures on food must be reasonable in cost, necessary to accomplish program objectives, and an integral part of the instructional program. If TEA determines that you expended grant funds on food costs that are not reasonable or necessary to meet the intent and objectives of the grant, TEA reserves the right to restrict you from expending any funds on food costs or to disallow expenditures on food costs.

Food Costs for Participant Meetings/Training

Unless otherwise specified by TEA, a limited amount of funds may be expended on meals for participant meetings or training events. The use of grant funds for this purpose is specifically limited to light working lunches for participants when the working lunch is noted on an agenda, is clearly described, and is mandatory. The purpose of a working lunch should be to shorten the overall meeting or training time and to facilitate accomplishing the objectives of the meeting or training and the overall program.

Specifically, grant funds may be expended for the following costs provided that the grantee maintains adequate and sufficient documentation that the costs were necessary and reasonable to further the intent and objectives of the grant.

- **Light Lunch during an All-Day Meeting or Training Session:** Light lunch for participants who are cloistered in an all-day (at least six-hour) meeting or training session. You must document that it was impractical for participants to obtain lunch on their own (for example, because of an isolated location or distance to eateries) and that their attendance at the meeting or training session was essential to accomplishing the objectives of the grant. You must maintain an agenda that clearly identifies the topics discussed during the meeting or training session and the time allocated to each topic, including the lunch period. Only a nominal amount of grant funds may be used per participant.
- **Working Lunch during an All-Day Meeting or Training Session:** Light meals during a "working lunch." A working lunch is defined as an activity in which staff or participants are engaged in exercises or activities during the normal meal time. You must maintain an agenda that shows that no other opportunity for a meal was provided and that clearly identifies the exercise or activity the participants were engaged in. You should also retain a representative sample of the work product, if any, that was generated as a result of the working session. Only a nominal amount of grant funds may be used per staff or participant. No other food costs, including beverages and other refreshments, breaks, or snacks, are permitted.

Allowable Food Costs for Parents and/or Students

The following food costs are allowable for parents or students:

- nutritional snacks for students in extended day (after-school) programs
- nutritional snacks for children in child care while parents are participating in grant activities
- food necessary to conduct nutrition education programs for parents
- parent involvement activities in which refreshments are necessary to encourage participation or attendance by parents, such as in low-income areas, and thus meet program objectives.

Full meals for parents or students are not allowable for these purposes under any circumstances. Expenditures must be reasonable in cost, necessary to accomplish program objectives, and an integral part of the instructional program.

Unallowable Food Costs

The following costs are not allowable:

- refreshments of any kind, including beverages, breaks, and snack foods except as necessary for parent involvement activities to encourage attendance
- refreshments or meals at an awards banquet or functions
- any food costs that is not necessary to accomplish the objectives of the grant program
- any food cost associated with an event in which a guest speaker or other individual conducts a presentation
- breakfast

Fund-Raising Activities

Costs of organized fund raising, including solicitation of gifts and bequests, endowment drives, financial campaigns, and similar expenses incurred to raise capital or obtain contributions are not allowable. Costs associated with training on fund-raising are not allowable.

Gifts

Gifts or items that appear to be gifts are not allowable.

Interest Paid

Interest paid in a prior grant period may not be charged retroactively to this grant period. Land Purchase and Improvements

Land purchase and improvements to land are not allowable costs, unless specifically authorized in the grant program statute and specifically approved by TEA in the grant application.

Legal Fees

Legal fees and expenses are allowable only as necessary for the administration of the grant program. Retainer fees are not allowable costs.

Membership in Civic and Social Organizations or Lobbying Organizations

Memberships in civic and social organizations and in organizations that are substantially engaged in lobbying are not allowable costs.

Personal Calendaring Systems

Calendaring systems to manage personal calendars—whether paper calendars, personal digital assistants (PDAs), or electronic or software calendars—are not allowable costs.

Printing Costs

Printing costs are allowable when documentation demonstrates that they are reasonable and necessary. Any multi-color printing must be reasonable in cost and must be necessary to carry out the objectives of the grant program. Documentation must be maintained demonstrating that any such costs are reasonable and necessary.

Professional or Individual Liability Insurance

Professional liability insurance for individual employees is not an allowable cost.

Promotional Items, Memorabilia, or Souvenirs

Promotional items, memorabilia, or souvenirs are not allowable costs.

Renovation, Remodeling, or Construction

Renovation, remodeling, or construction is not allowable unless specifically designated as allowed in the authorizing statute and specifically approved by TEA in the applicable grant application.

Social Events

The costs associated with social events of any kind are not allowable.

Substitute Pay for Private Nonprofit Schools

Substitute pay for private nonprofit school teachers is not allowable under any circumstances.

Training or Technical Assistance on Grant Writing

Funds may not be used for training or technical assistance on grant writing or for costs associated with obtaining funds from another grant.

Transportation Costs

The cost of transporting students (or parents, if appropriate for the particular grant program) to or from extracurricular grant activities is an allowable expenditure. You may not charge the grant for costs incurred in transporting students to and from the regular school day.

Travel Costs

Amounts authorized for maximum recovery for travel and per diem costs against the grant are restricted to those that are approved in the State of Texas Appropriation Bill in effect for the particular funding period. Any amount over this limit must come from local funds. If local policy restricts travel, per diem, and other travel expenses to a rate less than State law, the applicant must budget and request reimbursement at the lesser rate. Travel allowances are not allowable expenditures in Texas.

Travel generally means a destination outside the city or town in which the individual works (i.e., duty point). Travel can also mean transportation from one duty point to another within the same city or town, such as with an itinerant teacher or counselor who visits multiple campuses in the same workday.

Travel allowances, in which the per diem is paid to the employee regardless of the amount actually expended, are

not allowable.

Travel Costs for Executive Director, Superintendent, or Board Members

Travel costs for executive directors, superintendents, or board members or directors are allowed only when they are specifically related to carrying out the objectives of the grant project and only with specific TEA approval.

Allowable Travel Expenses

The following travel expenses are allowable:

- Mileage reimbursement is allowable for travel necessary to carry out the objectives of the grant project. When an employee is on travel for the purposes of the grant, mileage reimbursement cannot exceed the rate established by the Texas Comptroller. If local organization policy reimburses at a lower rate, you must claim that lower rate.
- Airfare is allowable at the lowest fare available and must be documented with a receipt. First-class airfare is not allowable.
- Car rental fee (at destination) is not allowable unless other transportation such as taxi or shuttle is not available for performing official business or unless you document that car rental is more cost effective than alternate modes of travel. (The car rental must be documented with a receipt.)
- Airport parking is allowable.

In-State Per Diem (meals and lodging) for overnight travel in Texas is reimbursed at actual cost not to exceed the maximum amount allowed by State law, or local policy, whichever is less. Beginning September 1, 2005, the maximum allowable lodging is \$85.00 per night, not including taxes. Meals are allowable at actual cost not to exceed \$36.00 per day. (Lodging must be documented with a receipt.) Any amount over the allowable amount must be paid from local funds. Tips for meals cannot be reimbursed. (District follows GSA Rate)

Out-Of-State Per Diem (meals and lodging) is reimbursed at actual cost not to exceed the maximum amount allowed by the Federal government, or local policy, whichever is less. All other guidelines apply. Out-of-state meal and lodging rates are available on the comptroller's website at: <https://fm.cpa.state.tx.us/fm/index.php>. Select State of Texas Travel Information under PAGE 60 TEXAS EDUCATION AGENCY BS6004 SCHEDULE INSTRUCTIONS REVISION 2.4 the Travel heading. Select Out-of-State Meal and Lodging Rates under the Resources heading. Select the Domestic Maximum Per Diem Rates link, then select the state to which you will be traveling.

- Taxi fares for official business are allowable. Tips cannot be reimbursed.
- Itemized miscellaneous business expenses (such as business phone calls, printing, or materials) for carrying out official business of the meeting, conference, or workshop are allowable.
- Registration fees to attend workshops or conferences are allowable. Social events or recreational events available at a cost above the basic registration fee may not be paid from grant funds.

Unallowable Travel Expenses

- The following travel expenses are not allowable:
 - first-class airfare
 - Per Diem (meals and lodging) for meeting, conference, or workshop participants who live in the same city where the event is held. (Automobile mileage is allowable.)
 - tips or gratuities (including service charges) of any kind
 - alcoholic beverages

- entertainment, recreation, or social events
- any expense for other persons
- automobile mileage or taxi fares for other than official business
- personal accident insurance or personal effects coverage for rental cars
- rental car for personal use or for purposes not associated with the official business of the meeting, conference, or workshop
- travel allowances (i.e., per diem paid regardless of participant's actual expenses)
- non-instructional field trips (see guidance under "FieldTrips")
- Meals will not be reimbursed for travel that does not include an overnight stay

Travel Documentation

- Travel costs must be properly documented to be reimbursable. The employee must document travel costs with a travel voucher or other comparable documentation. Documentation must include the following at a minimum:
- name of the individual claiming travel reimbursement
- destination and purpose of the trip, including how it was necessary to accomplish the objectives of the grant project
- dates of travel
- actual mileage (not to exceed reimbursement at the maximum allowable rate)
- actual amount expended on lodging per day, with a receipt attached (may not exceed the maximum allowable)
- actual amount expended on meals per day (may not exceed the maximum allowable; tips; gratuities are not reimbursable)
- actual amount expended on public transportation, such as taxis and shuttles
- actual amount expended on a rental car, with receipt attached and justification for why a rental car was necessary and how it was more cost effective than alternate transportation
- actual amount expended on incidentals, such as hotel taxes, copying of materials, and other costs associated with the travel
- total amount reimbursed to the employee