

3.60 PURCHASING AUTHORITY

The Director shall direct the purchase of school books, supplies, equipment and other materials as are required and permitted within the limits of the budget. The purchase of these items shall require no further Board approval except in those instances where Board policy requires certain purchases to be put to bid. However, in the case of any unusual expenditures, the Board should always be consulted.

In principle, all procurements of the school should be completed. The Director will maintain procurement procedures that reflect the local and international market realities of the school.

Except in emergencies or for reasons of economy, the annual purchase of major pieces of equipment, such as school buses, shall be scheduled so that annual budgetary appropriations for capital purposes will either be of similar size or show a continuous trend without severe fluctuations.

In order to receive the greatest value for each dollar expended, it shall be the policy of the school to purchase in quantity whenever possible and practical.

The school will not enter into nor maintain a relationship with a commercial partner if there is any possibility that this relationship may lead to an allegation of conflict of interest between TIS or an employee of TIS and the commercial partner.

3.61 LOCAL PURCHASING: TENDER AND BIDS PROCEDURE

For a single purchase of \$500 or less, the school's General Service Officer (GSO), should have an awareness of market conditions and negotiate a best offer with a reputable and reliable vendor or service provider. These purchases may be made without competition and given on a routine basis to selected vendors who have demonstrated their ability to perform reliably and with good value. The GSO will survey the local market annually to ensure that the school uses the most competitive and reliable vendors and service providers available in the local market. For any single purchase or contract exceeding \$500 but not more than \$5,000 a minimum of three offers will be sought from potential suppliers or contractors.

A written tender with a comprehensive Scope of Work (SOW) will be presented to vendors as part of a fair and equitable bidding system. The administration will then determine the successful bid and enter into a contract with the vendor. The school may use said vendor for a specific good or service on a recurring basis for a period of one year, at which time the next such procurement must be competed as described above and vendors re-selected.

All procurements of the school over \$5,000 must be fully competed in Uzbekistan. Vendors must be provided a comprehensive SOW such that they can deliver without additional information regarding the good or service. Price negotiations must be conducted with competing vendors. The Board treasurer must counter-sign any purchase order or procurement over \$5,000.

3.62 INTERNATIONAL PURCHASES: TENDER AND BIDS PROCEDURE

For any single international purchase or contract exceeding \$1,000 but not more than \$5,000 a minimum of three offers will be sought from potential suppliers or contractors.

A written tender with a comprehensive Scope of work (SOW) will be presented to vendors as part of a fair and equitable bidding system. The administration will then determine the successful bid and enter into a contract with the vendor. The school may use said vendor for a specific good or service on a recurring basis for a period of one year, at which time the next such procurement must be competed as described above and vendors re-selected.

All international procurements of the school over \$5,000 must be fully competed. Vendors must be provided a comprehensive SOW such that they can deliver without additional information regarding the good or service. Price negotiations must be conducted with competing vendors. The Board treasurer must counter-sign any purchase order or procurement over \$5,000.

All capital expenditures related to campus and facilities development over \$5,000 must be pre-approved by the Board and the above procedure for procurements over \$5,000 followed.

Approved by the Board, March 25, 2009