



The Classical Academy	Policies and Procedures
Policy Name:	Contracting Activities
Policy Number:	FEG-TCA
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Category:	Operations
Author:	Director of Operations
Approval:	Director of Operations

1. The Classical Academy (TCA) relies on its contracting processes to acquire the supplies and services essential to its daily operations and to provide support to the school mission. This directive establishes policies to ensure the TCA contracting process acquires supplies and services that support customer needs at reasonable prices. The process must also meet directive and regulatory requirements.
2. The contracting process will be responsive to school mission needs and requirements, and will award contracts that are in the best interests of the school. TCA will contract for supplies and services using the Colorado State Statutory guidance, ASD 20 directives, TCA Board policy, school guidance, and related TCA instructions.
3. The contracting process will foster an environment where contracting activities and their customers are a team dedicated to meeting TCA requirements. The contracting process includes effective acquisition planning, solicitation, cost and price analysis, evaluation of offers, source selection, contract award, and contract administration. The customer and contracting activity will follow sound business practices in making decisions to support the contracting process. They also will exercise the highest standards of ethical conduct and fiscal responsibility. Contract actions must inspire school community trust in the TCA contracting process.
4. TCA will treat offers and contractors in a like manner: fair, equitable, uniform, and consistent in all relationships and practices. It also will ensure contractors perform according to the contract terms and conditions. Procedures to resolve disputes between contractors and TCA are set in dispute resolution processes and by law.
5. TCA contracting activities and their school customers will consider both technical needs and business strategies when defining and specifying requirements. TCA will ensure specifications reflect only what is needed to meet the requirements of the school mission. TCA will be fully supportive of specifications and statements of work that will not unnecessarily restrict competition and innovation. TCA will use commercial item descriptions as much as practicable and functional specifications instead of detailed design specifications whenever reasonable. The TCA contracting activities will use qualified people from throughout the school to support the process when applicable.
6. The following responsibilities and authorities are established. The Executive Director of the Classical Academy has delegated contracting authority to the TCA Director of Operations (DO), who in-turn can delegate that authority to the TCA Director of Finance for business services, purchasing circumstances, and financial agreement contract activity. The authority delegated to the DO to bind TCA on behalf of each of the specific schools is specific and limited, and carries with it a responsibility to act with the utmost integrity and propriety. The individuals delegated this authority and responsibility, together with their school customers, will ensure their actions are within delegated authority and that the highest standards of conduct and business practice are maintained.
7. The DO develops and implements TCA contracting policies and procedures, and performs surveillance of contracting activities. The DO acts as a contracting advisor to each of the school administrations and

provides functional management for the TCA contracting process. The DO is the individual responsible for the overall management of the TCA contracting process appointed by the TCA Executive Director with the authority to enter into, administer, or terminate contracts and execute related determinations and findings within the limits of the authority delegated. Only the DO or a delegated school administrator has the authority to contractually bind one of the schools.

8. This guidance directive applies to purchases of and contracts for supplies or services using Per Pupil Revenue (PPR) funds. It may also apply to other business arrangements, such as leasing services to outside parties, entering into advertising/ franchise agreements at TCA schools, and grants and cooperative agreements. Purchases and contracts using Non-PPR funds will comply with designated TCA instructions. The TCA administrative staff will provide contracting surveillance assistance to all purchased activities.

CONTRACTING ACTIVITY PROCESS/PROCEDURE STEPS

1. Contracting Planning
 - Needs assessment
 - Requirements definition
 - Financial planning, programming, budgeting
 - Sourcing identification research
2. Solicitation—Request for Proposals
 - Competing opportunities with announcements or invitations
 - Request proposals
 - Define a deadline
 - Offer TCA comment/question assistance period for contracting entity
3. Cost or Price Analysis
 - Check to ensure comparative equivalency
 - Consider performance parameters and cost parallels
 - Consider performance level to need
4. Evaluation of Offers
 - Meeting review for solicitation deliverable, specific performance, and cost
 - Usually by panel but not essential
 - Recommendations, references, and records
 - Find best offer to meet customer requirements—needs based assessment
 - Find best value at a reasonable price—cost based assessment
 - Evaluate sound business practices
 - Evaluate ethical conduct standards
 - Ensure no conflict of interest and legal/moral propriety
 - Ensure no direct personal benefit derived from a TCA position
 - Consider legal consult if necessary
5. Source Selection
 - Notification, documentation, and recording
 - Respond to offers of non-selected proposals
 - Announcement
6. Contract Award
 - Meet with providers—review specific performance
 - Validate capacity and capability to perform
 - Finalize financial administration
 - Sign contract with termination clause
7. Contract Administration
 - Documentation recording
 - Billing, invoicing, and payment coordination with Finance
 - Follow-up, performance check for evaluation, and feedback
 - Consider time-phase review or incremental renewal

CONTRACTING PROCESS—CRITERIA CONSIDERATIONS

1. General contracting activity—practices for sound implementation and selecting
 - Manage process in most cases to allow for competing bids if value over \$10,000
 - Factors can be time sensitive, duration, scope, complexity, recurring, or referral
 - In most cases ask for several estimates if services are over \$2,000
 - Number of estimates varies depending on nature of requirement, type of work, or increments in activity
 - Fair: ethical in process, thorough/complete in requirements definitions, no presumptive prejudicial position
 - Equitable: fully share, disclose, ensure time compliance, and close hold of proprietary information provided by contractors/solicitors for in-house official use only
 - Uniform: identical information, all at one time, documentation, and same communication
 - Consistent: all adjustments with all entities, approved process without internal or by-exception changes

2. Vendor criteria considerations
 - Proposal in accordance with requested deliverables, performance, and time
 - Recommendations and references
 - Best value for TCA (not necessarily lowest cost)
 - Tracks with budget planning or within budget
 - Compliant with required financial documents
 - Liability Insurance
 - Activity is legal--background check
 - No direct conflict of interest or direct personal gain
 - Fair and moral—ethical and propriety standards
 - Non-discriminatory-equal opportunity

Policy Revision History

Date	Revision Details	Revised By
8/20/2013	Reformatted policy into new template. Completed annual review.	Kevin Collins