



Robert F. Sullivan
MAYOR

City of Brockton

Auditor's Department

Irene Giannopoulos
CITY AUDITOR

Irene Giannopoulos
City Auditor
45 School Street
Brockton, MA 02301

THIS IS A SCHOOL DEPARTMENT ONLY MEMO

In lieu of a Procurement Officer or procurement controls in place at School, please adhere to the following rules when processing bills for School.

Chapter 30B enacts Procurement laws within a municipality and affects expenditures for all departments, including the School Department. Any invoice received will need to be scrutinized further. Please adhere to the following steps:

- A Vendor Inquiry Summation (VIS) report totaling all invoices paid to this Vendor beginning July 1st to present day onward (give or take a couple of days for transit to our office) is to be accompanied with each invoice submitted to this office
- Upon date stamping the receipt of an invoice, if the cut off date of the VIS report is a full 7 business days prior to our receipt date, it must be sent back for a more updated copy of the report
- If the total of the payments on the VIS report in the current fiscal year fall under \$10,000, the bill can be paid without a written contract.
- If the total of the payments on the VIS report in the current fiscal year fall between \$10,000-\$99,999, an updated written contract needs to be included as backup with the invoice and VIS report to be paid by us along with 3 quotes *held by School*. (Quotes will be monitored by the School Business Manager and *will not* be required by us to make payment). This contract should be uploaded as an attachment to the Vendor profile on Munis with a note on the requisition stating "contract attached to profile".
- If the total of the payments on the VIS report in the current fiscal year exceeds \$100,000, an updated contract needs to be included as backup with the invoice and VIS report along with a Request for Proposals (RFP) copy. (RFPs will be monitored by the School Business Manager and *will be* required by us to make payment for anything over \$100K)
- All contracts should reflect the date range for which the service dates should fall between. All contracts should reflect the monetary total of the contract in its entirety. All contract copies attached to Munis must be signed by Mayor Sullivan.

"City of Champions"

BROCKTON CITY HALL ■ 45 SCHOOL STREET ■ BROCKTON, MASSACHUSETTS 02301
TEL: (508) 580-7153 FAX: (508) 580-7878

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Clarification regarding exemptions from Chapter 30B for Public Schools

Many expenditures out of School funds are exempt from 30B, however the current City Charter supersedes all 30B exemptions that apply to School Special Education transportation. Additionally, 30B exemptions do not trump the lawful authorization of a signed mayoral approval of all contracts within the entire City. Please adhere to the following steps when paying an invoice that is exempt from 30B out of the School funds:

- Scrutinization of amounts will still apply
- Regardless of the type of fund paid against (1=General Fund, 2,5=Grants or Revolving funds), contracts must be uploaded onto Munis for anything over \$10,000
- All contracts must be signed by Mayor Sullivan
- Normal auditing rules apply
- If the above rules are not adhered to for payment, even after the issuance of a Purchase Order, the payment will not be honored and sent back to School Central

Purchase Orders are not contracts. They are a legal promise to pay a bill. Any expenditures in aggregate to a single Vendor, in a single fiscal year, over \$10,000, should have a signed contract in place prior to a purchase order being created.

Current School laws stipulate that expenditures made to a Vendor in a single fiscal year over \$100,000 require a sealed bid to be issued through normal procurement protocol, however this does not negate the need for a contract for any purchases to a Vendor in a single fiscal year totaling over \$10,000.

Ordinance:

AN ORDINANCE AMENDING ARTICLE II OF THE REVISED ORDINANCES

Article II, Section 13-4 is hereby amended by inserting the following section "A"

Notwithstanding the provisions of General Laws, Chapter 30B as it relates to special education services, no contract for the transportation of special education students shall be paid unless the vendor was selected after open, competitive bidding conducted by the city's procurement officer. The purpose of this section is to ensure the lowest, most responsible bidder is selected. After a bid is awarded, the chief procurement officer shall cause to be published on the city website the names of all successful bidders and the fees charged for special education transportation services.

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