

To: Superintendents, Directors, Finance Manager, Business Managers, and Treasurers

From: Finance Division

Date: April 1, 2020

Re: School Procurement and Bidding Process

This memorandum is written to provide school corporations with guidance and clarity around flexibilities being made available in the school procurement and bidding process. Specifically, this memo builds upon a March 12, 2020 communication from the State Board of Accounts (SBOA) regarding Policy for Coronavirus, as well as a March 16, 2020 communication from SBOA regarding Items to Consider when Developing Actions/Policies Regarding Coronavirus. School corporation administrators are strongly encouraged to closely review the SBOA memos.

SBOA and the Indiana Department of Education (IDOE) both recognize that the changing nature of our state's response to the COVID-19 pandemic has created difficulties concerning disruption of travel, work environment and employee benefits/compensation. Based on the information provided in both SBOA memos, IDOE encourages school governing bodies to consider the adoption of any and all necessary policies or resolutions that would provide solutions to the difficulties corporations are encountering. School officials should work with their local attorneys and school governing body to ensure that the guidance in the March 16 SBOA memo is followed. **Importantly, SBOA will not take exception to policies and resulting responses that are due to the Coronavirus.**

If a local policy that provides flexibility with current procurement/bidding processes is being considered, please keep in mind the following:

- The scope of the resolution should be broad enough to cover purchases of the varied services, supplies or equipment that would typically require the use of a procurement/bidding process over the next several months to avoid adoption of multiple resolutions for the same type of services, supplies or equipment being requested;
- Consider the use of emergency meetings under I.C. 5-14-1.5-5(d);
- Ensure the resolution clearly identifies allowable actions by the school governing body;
- Maintain invoices to support any services, supplies or equipment purchased; and
- Document other information deemed necessary by local counsel and the governing body to support the process used and the equipment, supplies or services received.

To provide relief from normal bidding/procurement processes, it is important for school corporations to have clear procedures in place, obtain local approval, and track local actions and expenditures. Please continue to check for COVID-19 updates at: <https://www.doe.in.gov/covid-19>.