
Greenville Public School District Bid Process and Procedures

Quotes Process and Procedures

- ❖ Purchases less than \$3,500
 - Will not be required to have quotes nor submitted for bids
- ❖ Purchases over \$3,500 but not over \$50,000
 - Will be required to obtain two quotes
 - Quotes are not to be broken down if same vendor is offering the same services or supplies

Bid Process and Procedures

- ❖ Purchases \$50,000 and beyond
 - Bid Specification Package will be formulated based on scope of work reviewed by internal sources(if applicable)
 - Bid Specifications will be advertised in three different networks:
 - Newspaper for two consecutive weeks
 - Greenville Public School District website
 - MS Contract Procurement Website
 - Bid Specification Package will be submitted to the Purchasing Clerk at the Central Office, opened and reviewed three days after bids close in the Business Office at 10:00 a.m. with the following staff present:
 - Business Manager
 - Associate Director of Operations
 - Purchasing Clerk
 - Assistant Business Manager(in absence of one of the other parties)
 - Approved bid will be submitted to Superintendent for submission to Board of Education for approval or rejection
 - Business Manager will forward a letter to vendors informing them of approval or rejection of stated bid packages

Greenville Public School District will follow all policies stated in Policy DJED and SB 2923 based on the most restrictive.