

DISTRICT OF COLUMBIA PUBLIC CHARTER SCHOOL BOARD

Charter Actions Requiring a Vote

- Approve a Charter Application
- Approve a Charter Renewal (15 yrs.)
- Approve Charter Continuance (5 or 10 yrs.)
- Approve a Charter Amendment Request
- Approve a Charter Agreement
- Give a Charter Notice of Concern
- Lift the Charter Notice of Concern
- Commence Charter Revocation Proceedings
- Revoke a Charter
- Board Action, Other _____

Non-Voting Board Items

- Public Hearing Item
- Discussion Item
- Read into Record

Policies

- Open a New Policy or Changes to a Policy for Public Comment
- Approve a New Policy
- Approve Revisions to an Existing Policy

PREPARED BY: Naomi Rubin DeVeaux, Deputy Director

SUBJECT: Open for 30 Days of Public Comment the Procurement Contract Submission and Conflicting Interest Policy

DATE: February 26, 2018

Proposal

The DC Public Charter School Board (DC PCSB) staff recommends its Board vote to open for public comment the revised Procurement Contract Submission and Conflicting Interest Policy, which has been updated. The policy will remain open for thirty days and a public hearing will be held at our March Board Meeting.

Policy Background

DC PCSB staff held two meetings with school leaders to discuss revisions to the Policy. The revised Policy is included as Attachment A and notes and responses from the most recent Task Force meeting are included in Attachment B. The existing Policy can be found on our website [here](#). Revisions to the policy do the following:

- The policy adds a definition for "Alternative Selection Process Contract."
- The policy adds a definition for "Contract Submission Data Form."
- The policy adds a definition for "Cooperative Purchasing Agreement."
- The policy adds a definition for "Disinterested Director."
- The policy adds a definition for "Effective Date."
- The policy adds a definition for "Execution Date."
- The policy removes the definition for "Improper Contract." This term is no longer used in the new policy.

- The policy adds a definition for "Non-Bidding Vendor."
- The policy removes the definition for "Procurement Contract Documents." The use of this term created an inconsistency in the original policy.
- The policy adds a definition for "Self-Dealing."
- The policy adds a definition for "Submission Date"
- The policy adds a new "Types of Contracts" section. In this section, contracts are divided into four categories, "Procurement Contracts," "Non-Procurement Contracts," "Exempt Procurement Contracts," and "Alternative Selection Process Contracts." For clarity, the policy addresses each of these categories separately.
- The old policy addressed the bidding requirements and the submission requirements for contracts in different sections. For clarity, the new policy has replaced those sections with four sections addressing the four different contract categories. Each of these sections addresses both the bidding and submission requirements for that category.
- The old policy lists several exemptions to the bidding requirements. For clarity, these exemptions have been divided between the "Exempt Procurement Contracts" and the "Alternative Section Process Contracts" sections.
- The policy raises the threshold for submission of executed contracts from \$25,000 to \$150,000.
- The policy removes the requirement to submit a separate "written justification for award." This written justification is now included as part of the Contract Submission Data Form.
- The policy replaces the charts listing the documents schools are required to submit with clear submission requirements in the body of the policy.
- The policy removes the section "Effective Date of Procurement Contracts" and addresses the effective date directly in the contract category sections.
- The policy renames the "Interventions" section "Consequences." This section has been revised to specify multiple types of violations with different DC PCSB consequences for each.
- The policy removes the "Reporting" section which specified the data that DC PCSB will post on its website.

<p>Date: _____</p> <p>PCSB Action: _____ Approved _____ Approved with Changes _____ Rejected</p> <p>Changes to the Original Proposal:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Signature: _____</p>
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