

# 1101 | Purchasing & Contracting

Date Policy Approved: March 2017 by DeSoto Parish Library Board of Control

## 1101.1 | Contract Agreements

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Management is to use the dollar thresholds contained in the Public Bid Law [R.S 38:2211-2226] as a guide.

Materials, supplies and equipment costing less than \$10,000 (amount to be superseded as a result of changes to state bid law thresholds) will be approved by the Director or designee. At least three telephone or facsimile quotations are to be obtained for materials, supplies and equipment costing between \$10,000 and \$30,000 (amounts to be superseded as a result of changes to state bid law thresholds). Bids should be solicited/obtained for the purchases exceeding \$30,000 (amount to be superseded as a result of changes to state bid law thresholds).

Any exception to this policy must be approved by the Desoto Parish Library Board of Control in an open meeting. Public works projects in excess of \$150,000 (amount adjusted annually by the Louisiana Legislative Auditor) will be subject to an open and competitive bidding process in accordance with state law.

## 1101.2 | Contract Compliance

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Before any contract can be executed, the contract must be (1) reviewed by legal counsel and recommended for approval in writing; and (2) presented to the Desoto Parish Library Board of Control for approval and documented in the minutes.

## 1101.3 | Contract Documentation

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Management is to implement and monitor controls over contracts to ensure the goods are necessary for accomplishing its objectives. Also, management must ensure that:

- An open and competitive atmosphere is to be provided
- Contracts with related parties (family and business interests) are strictly prohibited
- Payments are made in accordance with the terms and conditions of the contract
- Any additions or modifications of existing contracts are presented to the Desoto Parish Library Board of Control for approval
- Contracts and related documentation are maintained in an organized manner and in a central location