

Financial Services  
Mr. Ron Y. Steiger, Chief Financial Officer

**SUBJECT:        INITIAL READING: PROPOSED AMENDMENT TO POLICY 6320,  
*PURCHASING***

**COMMITTEE:    FISCAL ACCOUNTABILITY & GOVERNMENT RELATIONS**

**LINK TO STRATEGIC**

**BLUEPRINT:    EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES**

This item requests that the Board authorize the Superintendent to initiate rulemaking proceedings to amend Policy 6320, *Purchasing*, to add the following definitions, including but not limited to: commodity codes; procurement authority; purchasing card; unauthorized purchases; vendor performance and Bid or contract close-out period. In addition, processes for Invitations to Bid (ITBs), Request for Proposals (RFPs) and Invitation to Negotiate (ITNs) have been updated, as well as the purchasing principles.

Attached are the Notice of Intended Action and the Policy amendments. Changes are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings in accordance with the adoption of proposed amendments to Board Policy 6320, *Purchasing*.

**RECOMMENDED:**        That The School Board of Miami-Dade County, Florida authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedures Act to amend School Board Policy 6320, *Purchasing*.

**E-146  
REVISED**

## NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on January 16, 2019 its intention to amend Board Policy 6320, *Purchasing*, at its regular meeting on March 13, 2019.

**PURPOSE AND EFFECT:** Amendments are proposed to Policy 6320, *Purchasing*, to add the following definitions, including but not limited to: commodity codes; procurement authority; purchasing card; unauthorized purchases; vendor performance and Bid or contract close-out period. In addition, processes for Invitations to Bid (ITBs), Request for Proposals (RFPs) and Invitation to Negotiate (ITNs) have been updated, as well as the purchasing principles.

**SUMMARY:** Policy 6320, *Purchasing*, is proposed to be amended to add the following definitions, including but not limited to: commodity codes; procurement authority; purchasing card; unauthorized purchases; vendor performance and Bid or contract close-out period. In addition, processes for Invitations to Bid (ITBs), Request for Proposals (RFPs) and Invitation to Negotiate (ITNs) have been updated, as well as the purchasing principles.

**SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED:** 1001.41(1), (2); (4); 1001.43(2)F.S.

**LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC:** 1001.41(12), F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING of, March 13, 2019, which begins at 1:00 p.m., in the School Board Administration Building, School Board Auditorium, 1450 N. E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by February 12, 2019 to the Superintendent of Schools, Room 912, at the same address.

ANY PERSON-WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings including the testimony and evidence upon which the appeal is to be based. Section 286.0105, F.S.

A COPY OF THE PROPOSED AMENDED POLICY is available at cost to the public for inspection and copying in the Citizen Information Center, Room 102, 1450 Northeast Second Avenue, Miami, Florida 33132.