

ADMINISTRATIVE REGULATION428.4 Supplemental FundingPurpose

This regulation defines the process for submitting and accepting grants and collaborative projects that involve the district to ensure 1) they are consistent with district policies, priorities, regulations, and commitments, and 2) they are within the district's capability to accomplish.

Definitions

A. Grants

The term "grant" encompasses all awards of money or property that have specific performance requirements and are requested and/or accepted by the district.

1. Regular Grants

Regular grant requests are made by district staff for over \$5,000 in money or property in which the named recipient is the district (or a school or program of the district). Regular grants should support the mission and goals of the district and must be approved by the Grant Review Committee (GRC) prior to submission.

2. Small Grants

Small grant requests are made by district staff for \$5,000 or less in money or property in which the named recipient is the district (or a school or program of the district). Small grants should support the mission and goals of the district and must be approved by the director of grants, resources, and strategic partnerships prior to submission.

B. Collaborative Projects

Collaborative projects are projects in which the district is not a grantee, but a partner.



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Roles and Responsibilities

A. Grants, Resources, and Strategic Partnerships Department

The grants, resources, and strategic partnerships department facilitates the process of obtaining grants and entering into collaborative projects that support district priorities, and will perform the following related duties:

- provide oversight of district grants and technical assistance to grant managers;
- assist district staff in locating funding sources;
- submit to the school board an annual grant funding forecast of all anticipated formula grants and, when known, competitive grant opportunities from local, state, federal, and supplemental funding sources;
- prepare and submit regular competitive grant applications and support the preparation and submission of small competitive grant applications and all formula grant applications;
- coordinate the grant review process for all grants;
- review and provide technical assistance with small grants;
- approve or disapprove submission of small grant applications; and
- coordinate collaborative grant applications with other agencies.

B. Grant Review Committee

1. Membership: The Grant Review Committee (GRC) consists of representatives from the following areas:

- assistant superintendents;
- accounting services;
- federal programs;
- human resources;
- information and technology;
- teaching, learning, & professional development;
- research and accountability; and
- grants, resources, and strategic partnerships.



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2. Responsibilities: The GRC is delegated authority by the superintendent to review all regular grant proposals and approve for submission. The GRC reviews all grant awards and forwards to the school board, those recommended for acceptance. The GRC will perform the following tasks:
 - provide input on the needs of the district that may be addressed by grant funding;
 - review potential funding opportunities that may address district needs and district priorities and recommend whether or not to pursue them;
 - provide information on district policies and practices to answer technical questions about such issues as hiring policies, salary schedules, and school scheduling;
 - assist in identifying resources that may be helpful in developing projects or serve as a resource during project development;
 - review project ideas and/or proposals that involve the district prior to submission of a proposal to a funding source;
 - assist in identifying project weaknesses and recommend possible solutions;
 - approve or disapprove regular grant submissions;
 - if a proposal is funded, recommend it to the school board for approval or disapproval; and
 - review and recommend approval or disapproval of requests for collaborative projects with other organizations.

3. Meeting Schedule: The GRC meets bi-monthly. A schedule of meeting dates will be available from the director of grants, resources, and strategic partnerships, who may also call special meetings.



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Grant Process

A. Regular Grants Submission

1. Regular grant proposals must be approved by the GRC prior to submission to the funding source.
2. After review, the GRC may approve submission of the proposal to the funding source, approve with modifications, or deny the proposal.
3. If the grant is approved for submission, the director of grants, resources, and strategic partnerships will submit a memo to the school board at least once each semester to include the funding source, grant purpose, number of FTEs, and requested financial amount.

B. Small Grants Submission

1. Small grant proposals must be approved by the director of grants, resources, and strategic partnerships prior to submission to the funding source.
2. District staff who wish to submit a small grant request to funders must follow the district's small grant process and submit the application form for review and approval. No later than three (3) weeks before the grant deadline, one copy of the proposal and the small grant application form, signed by the principal/director, must be submitted to the grants, resources, and strategic partnerships department for review.
3. If technology support, software/hardware, or school facilities are part of the grant project, the small grant application form must be accompanied by a memo stating the executive director of information and technology and/or the executive director of facilities has reviewed the project and found it acceptable. The memo must be signed by the appropriate executive director or designee.
4. The director of grants, resources, and strategic partnerships, using the grant selection criteria and in consultation with GRC members and/or other relevant staff, will review the proposal. Additional information or clarification and/or required changes to the project may be requested before a decision is made.
5. If the proposal is approved, the applicant may submit the proposal.
6. If the proposal is not approved for submission, it will be returned with reason(s) for denial.



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1. When a small or regular grant proposal or collaborative project is funded, the recipient must notify the director of grants, resources, and strategic partnerships so the proposed project may be brought to the GRC for review.
2. If the funded grant contains changes from the original proposal (i.e., new requirements, awarded amount), the director of grants, resources, and strategic partnerships must receive one (1) copy of the changes at least three (3) days prior to the GRC review meeting.
3. The review process will examine the grant in the following areas:
 - a. changes in district priorities or programs that may negatively affect implementation if the grant or collaborative project is accepted; and
 - b. what effect grant revisions (if any) have on the proposed program or program budget.
4. After review, the GRC may or may not recommend the school board approve acceptance of the grant. The director of grants, resources, and strategic partnerships will write the board note with the GRC's recommendation and add it to the next board agenda. The board note will contain the grant name and purpose, funding source, FTEs, award amount, and proposed activities.



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Collaborative Projects Submission and Approval Process

A. Submission

1. For collaborative projects, the relationship between the school district and the collaborator must be clearly defined prior to submission to GRC. A written agreement should include information such as the following, as appropriate to the individual project:
 - goal(s), objective(s), and activities of the grant project;
 - a clearly stated process for monitoring and evaluating the project;
 - objectives for collaboration, the roles, responsibilities, and commitments of each partner, and the expected outcomes;
 - accountability and performance milestones that will be used to ensure the goals of the collaboration are met;
 - a clearly defined management and decision-making structure of the collaboration; and
 - a clearly stated process for monitoring, evaluating, and terminating the collaboration.
2. Project developers may be required to attend the GRC meeting at which their project is discussed to present their information and answer any questions the GRC may pose.

B. Approval

1. After review, the GRC may approve, approve with modification, or disapprove the collaborative project. The director of grants, resources, and strategic partnerships will forward all collaborative projects and the GRC recommendations to the superintendent.

Approved: December 20, 1988

Revised: March 13, 2006

Revised: September 8, 2010

Revised: March 1, 2016

Revised: April 12, 2016



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Grant Selection Criteria**

Grant Name:

Grant Description:

Due Date:

Alignment with District Mission	
How does the grant support the district's core mission of providing an excellent and equitable education in a safe, supportive environment so all students will succeed and contribute to a diverse and changing society?	
Which district initiatives and/or commitments does the grant support?	
How does this grant complement or conflict with other initiatives?	
How are districts/agencies outside the FNSBSD involved? <input type="checkbox"/> Sub-award <input type="checkbox"/> Partner (no monetary exchange) Proposal will be submitted by <input type="checkbox"/> FNSBSD <input type="checkbox"/> Other district/agency	
If the grant is received, what is the ultimate benefit to the district? Does this grant provide assistance to parts of the district's core mission that have been traditionally neglected?	
What is the potential grant amount, and is it sufficient to fully fund the project? What is the grant period?	
What prerequisites must the district meet before the proposal is written?	
Does the grant require matching funds or in-kind?	
Level of Effort	
How long will it take to write the grant, and who should be involved?	
What is the probability of receiving the grant?	
Are there other grants that should be considered? If so, list.	
Impact on Schools and District Administration	
How many schools and students will be impacted?	
How will buy-in be achieved at the school-level?	
Who will manage the grant if received? <input type="checkbox"/> current employee <input type="checkbox"/> new employee <input type="checkbox"/> combination <input type="checkbox"/> other district/agency	



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Impact on Schools and District Administration	
Which special interest groups are included or excluded? <input type="checkbox"/> SPED <input type="checkbox"/> ELL <input type="checkbox"/> Other	
What current grant/other extraordinary commitments do schools have during the time period of the grant?	
Is the administrative center required to furnish any of the following: <input type="checkbox"/> space <input type="checkbox"/> computer <input type="checkbox"/> scanner <input type="checkbox"/> supplies <input type="checkbox"/> phone <input type="checkbox"/> photocopier <input type="checkbox"/> other _____	
What are the space requirements to comply with the grant and is this space available?	
Are any physical changes to our facilities required to comply with the grant? If so, are the resources and time available to accomplish this, and how does it impact existing programs and space needs?	
Type and number of positions required <input type="checkbox"/> Exempt _____ <input type="checkbox"/> ESSA _____ <input type="checkbox"/> Certified _____ <input type="checkbox"/> Contract _____ Who will supervise position(s)?	
Training and Travel	
How often is travel required and who is required to travel? <input type="checkbox"/> District administration <input type="checkbox"/> Project/program director <input type="checkbox"/> Evaluator <input type="checkbox"/> School administration <input type="checkbox"/> Teachers <input type="checkbox"/> Other	
What are staff development needs and/or requirements and who will provide?	
Does the grant require teacher pull-outs? What is the impact on district subs? Will stipends be offered?	
Evaluation	
What is the scope of evaluation required? What percentage of grant funds will be used for evaluation?	
The evaluation will be completed <input type="checkbox"/> in-house <input type="checkbox"/> externally What data need to be collected?	
Sustainability	
Is the project sustainable? If so, what resources will be required of the district when the grant terminates?	

April 2016



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432 Internal Controls - District Employee Travel

Purpose:

This regulation establishes administrative policies and procedures relating to out-of-town travel for employees traveling on school district business. Grant funded travel is covered by this regulation.

This regulation pertains to all district employees, including directors, managers, department heads, classified staff, certified staff, and principals.

FORMS REQUIRED TO BE COMPLETED BEFORE TRAVEL:

1. **EMPLOYEE TRAVEL AUTHORIZATION FORM**
2. **CHANGE OF STATUS FORM**
3. **CHECK REQUEST FORM (if applicable)**
4. **PURCHASE REQUISITION FORM (if applicable)**

Procedures:

A. Approval

All travel must have prior written approval from the superintendent or designee. The employee travel authorization form is used to obtain written approval. Any extraordinary circumstance or variation regarding travel policies and procedures must be approved in writing by the superintendent.

B. Employee Travel Authorization Form

The district will maintain and periodically update an employee travel authorization (TA) form to adequately track travel dates, approval authorizations, reasons for travel, estimated costs, cost centers, and actual costs. It is the responsibility of the department or school to ensure that adequate funds are budgeted and available for their travel request(s).

C. Air and Vehicle Transportation

Air transportation shall be via public carrier at the most economical fare and direct route possible. Generally, air transportation should be arranged through a travel agency and paid on a district purchase order. **However, the employee may choose to pay for his/her own air travel with the understanding he/she will not be reimbursed for air travel costs until travel is completed. An employee may not purchase an airline ticket for another employee.**

Travel that includes both business and personal leave must be clearly stated on the employee travel authorization form and have the written approval of the superintendent or designee. If the employee is including personal travel on the trip, the travel agency must bill the district only for that portion which is district travel. The employee must directly pay the travel agency for personal travel.



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Air and Vehicle Transportation (continued)

If an employee chooses to travel by private vehicle, the employee shall be reimbursed mileage at the approved rate in his/her current negotiated agreement or contract, not to exceed the cost of the most economical fare possible via public carrier (assumed to be a 30-day advance purchase, coach class). **If an employee chooses to travel by private vehicle, extra travel time must be charged to annual or personal leave.** Mileage reimbursement will be made for all documented business travel incurred at the destination.

D. Registration

When possible, registration fees for training, conferences, and seminars should be paid via district purchase order. Registration forms and payment requests should be processed in time to receive early registration discounts. If an organization will not accept the district's purchase order, an advance payment to the organization can be requested on a purchase requisition. An employee may pay for his/her registration and be reimbursed by the district prior to the scheduled departure. If the registration fee includes any amounts for meals, this amount must be deducted from the daily per diem rate.

E. Hotel

When possible, hotel fees should be paid via district purchase order. If the hotel does not accept district purchase orders, an employee may request an advance payment for hotel charges or be reimbursed upon return. Government rates should be requested wherever available. An additional night stay, at the beginning or end of the trip, may be requested at the district's expense if it will result in a lower airfare and a lower overall cost to the district. Hotel expenses are paid at the single occupancy rate if only one employee is staying in the room. The employee will be reimbursed for any business calls made from their hotel. Personal charges (such as room service, movies, etc.), will not be reimbursed and must be identified as personal on the hotel invoice submitted for reimbursement.

F. Vehicle Rental

When possible vehicle rental fees should be paid via district purchase order. An employee may choose to pay for the vehicle rental and request reimbursement upon return. Vehicle rentals will only be reimbursed if necessary to travel between activity/conference and hotel and approved on your initial travel request.

When signing a vehicle rental agreement accept the personal liability insurance and decline the collision damage waiver. **If you have an accident with a rental vehicle, notify FNSB Risk Management at (907) 459-1344 within 48 hours.**



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G. Per Diem

The per diem rate is \$45 dollars per full day of travel away from the district. Per diem is a meal allowance that does not have to be substantiated by receipts. Per diem will be paid in three segments – breakfast, lunch, and dinner.

The segments are:

Per diem is calculated as follows:

Breakfast	\$ 8.00	Departure before breakfast	\$45 (\$8 + \$12 + \$25)
Lunch	\$ 12.00	Departure after breakfast – before lunch	\$37 (\$12 +\$25)
Dinner	\$ 25.00	Departure after lunch – before dinner	\$25

The traveling employee requests per diem on a travel check request form. The per diem may be paid in advance or reimbursed upon return. The traveling employee may request per diem payments only for those segments during which he or she will not be eating or did not eat a meal paid through a registration fee or otherwise provided.

H. Incidentals

Incidentals include such items as taxi fares and parking fees. The district will pay for taxi fares to and from your home and the Fairbanks airport or parking fees for a personal vehicle at the Fairbanks airport (whichever is less). The district will also pay for taxi fares to and from your destination airport and hotel. Employees may request an advance for incidentals or reimbursement upon return. In either case, money for incidentals is requested on a check request form.

I. Expense Report and Advance Payments

Within ten (10) working days after the conclusion of travel, the employee must complete and submit to the Accounts Payable Department the employee travel expense report (see reverse side of employee travel authorization form canary copy) detailing actual costs paid by the employee. Original receipts must substantiate all business expenses reimbursable to the employee (other than per diem), including those paid from cash advances. Original receipts for expenses charged to district purchase orders should also accompany the expense report. **After 30 days, any unsubstantiated travel advance will be deducted from the employee's paycheck. It is the responsibility of the employee to notify the Accounting Services Department if this 30 day deadline cannot be met.**

J. Reimbursement of Travel from Outside Source

If reimbursement or partial reimbursement to the district is expected from an outside source, the Accounting Services Department should be notified so that a billing can be generated and mailed. Grant funded travel is not considered an outside source.

Approved: July 30, 2002

Revised: May 22, 2006 and re-numbered from AR410 to AR432

Revised: October 22, 2012



ADMINISTRATIVE REGULATION440.12 Small Purchases

1. **Purpose.** To prescribe the procedures for the purchase of supplies and services with an estimated value of less than \$30,000 per requisition.
2. **Scope.** This regulation applies to every expenditure of School District appropriated funds. This regulation does not apply to:
 - a. Grants when the grant, gift, or bequest contains special terms and conditions for purchases;
 - b. Contracts for consultants, medical doctors, dentists, psychologists, physical and occupational therapists, tutors, attorneys, or other professional services;
 - c. Guest speakers, instructors, or performers for an educational or cultural activity;
 - d. The purchase of instructional materials, books, book binding services, newspapers, periodicals, sheet music, testing materials, audio-visual materials, network information services access, professional memberships, and objects of art;
 - i. "network information services" means a group of resources from which cataloging information, holdings records, inter-library loans, acquisitions information, and other reference resources can be obtained;
 - ii. "instructional materials" means text books and other curriculum related materials selected through the curriculum adoption process (School Board Policy 970-971);
 - iii. "audio-visual materials" means non-book prerecorded materials, including records, tapes, slides, transparencies, films, filmstrips, cassettes, videos, compact discs, laser discs, and items that require the use of equipment to render them usable;
 - e. Travel and related expenses such as rental cars and hotel accommodations;
 - f. Other items exempted from formal bidding requirements pursuant to Board Policy 440.14.



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- g. Items purchased by means of a petty cash transaction.
- h. Items purchased by means of a Field Purchase Order. See SOP PX120.
- i. Advertising.
- j. Purchases made under emergency conditions. An "emergency condition" is one which involves life, health and safety issues; a situation where lack of the supplies will result in a teacher's inability to deliver scheduled instruction or result in damage to School District facilities; or unforeseen circumstances, beyond the control of the requisitioner results in an immediate requirement.

3. Responsibilities.

- a. **Principals/Directors.** Identify requirements, prepare item specification/purchase description or Statement of Work recommend vendors, assist in the evaluation of price solicitations when required.
- b. **Director of Procurement.** Ensure timely response to school/department requirements, compliance with purchasing policy and this administrative regulation.
- c. **Buyers.** Assist in the preparation of adequate specifications; prepare written price solicitations, publish, evaluate, and award; and/or issue order.

4. Authority:

- a. **Agency.** The Director of Procurement or his designee(s), only, has authority to enter into contracts for the purchase of goods and services as an agent for the School District. Other School District employees, unless expressly delegated to do so, will make no commitment to a vendor for the purchase of goods and services.
- b. **Deviation.** The Director of Procurement may deviate from the sourcing parameters contained herein if he determines that such deviation would be in the best interest of the School District. Examples of acceptable deviations would be but are not limited to: (1) time constraints do not allow for competitive sourcing and competitive sourcing would result in loss of funds to the district, (2) purchase of products such as sweat shirts with school logos from



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vendors who supplied the items in the past, or (3) purchases of items with a low unit price and multiple line items such as laboratory chemicals purchased in small quantities, e.g. 5 ounce bottle. Deviation from the following sourcing parameters will be documented by a determination by the Director of Procurement or his designee. The determination will be annotated on, or attached to, the requisition. Conversely, the Director of Procurement may apply more restrictive sourcing parameters if, in his/her opinion, it is in the District's best interest. A written determination is not required to support more restrictive sourcing parameters.

5. **Vendor Selection Parameters.** Vendor selection parameters are based on the value of individual line items, not the total value of the requisition.

a. **Supplies/Equipment.**

- i. **Requisition line item unit price less than \$500.00 and extended price less than \$1,000.00.**

Source selection is at the discretion of the Director of Procurement. Requisitioner's will recommend the source and price.

- ii. **Requisition line item unit price estimated between \$500.00 and less than \$1,000.00 or "tended price estimated between \$1,000.00 and less than \$5,000.00.**

Three telephone quotes will be solicited and recorded. The source will be determined by the low quotation that meets delivery and warrantee terms. Memoranda recording the three quotations will be attached to and filed with the requisition.

- iii. **Requisition line item unit price estimated to be equal to or greater than \$1,000.00 or extended price estimated to be equal to or greater than \$5,000.00.**

Source selection will be made by means of a written request for quotation (RFQ) or other form of written solicitation (hereinafter referred to as RFQ).

- b. Services with an estimated value of \$10,000 or more. Source selection will be made by means of a written request for quotation or other form of written solicitation.



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6. **RFQ Procedures.** The requirements for competitive sealed bidding apply with the following exceptions:
- a. **Public Notice.** RFQ's will be posted on the purchasing department "bid board". Copies will be forwarded to suppliers who have expressed an interest to be placed on the appropriate bidders list and have maintained an acceptable bidder record in the past.
 - b. **Method of Submittal.** Offers in response to an RFQ may be transmitted by FAX machine. The School District is not liable for failure of any FAX transmission. Offerors, should follow up FAX transmissions to ensure that they have been received and are legible. District purchasing personnel are not authorized to reveal any price data until the close date has elapsed. Sealed submission of quotations may be required at the discretion of the Director of Procurement.
 - c. **Timing.** The RFQ close date will be a minimum of five (5) working days from the issue date unless an emergency situation exists. A statement of the emergency will be documented by the appropriate buyer and approved by the Director of Procurement and Warehousing.
 - d. **Opening.** Requests for Quotations will be opened at the convenience of the School District but within a reasonable period after the close date. Unless requested by offerors, quotations are generally not opened in public.
 - e. **PFQ Acceptance and Evaluation.** RFQ's shall be unconditionally accepted without alteration or correction except as authorized in this regulation and FNSBSD Board Policy 440. Quotations shall be evaluated based on the requirements set forth in the RFQ, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria which will affect the quoted price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The RFQ shall set forth the evaluation criteria to be used. No criteria may be used in quotation evaluation that are not set forth in the RFQ.



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- f. **Award.** Notice of award of a resultant contract will be made by posting the abstract of quotations to the Purchasing Department bulletin board ("bid board"). Award will be made for purchases valued at \$10,000.00 or greater after a four (4) day time period has elapsed and no appeal of the intended award has been received. Award may be made immediately for purchases valued at less than \$10,000.00 or greater than \$10,000.00 under emergency conditions. The School District will not be responsible for mailing or conveying by other means notice of awards resulting from RFQ's other than posting to the "bid board" located at the School District Administrative Building. The award will be made to the lowest responsible and responsive offeror whose offer meets the requirements and criteria set forth in the RFQ.
- g. **Local Bidder Preference.** Local bidder's or other preferences established by the school board for formal bidding (Board Policy 442.18 1) shall be applied to bids/quotation received in response to an RFQ or other form of written solicitation.

7. Protests, Appeals, and Remedies.

- a. **General.** An interested party may protest the award of a contract issued pursuant to this regulation. The protest shall be filed with the appropriate buyer who issued the RFQ or other form of solicitation. The protest shall be in writing and include the following information:
- i. The name, address, and telephone number of the protestor;
 - ii. The signature of the protestor or the protestor's representative;
 - iii. Identification of the RFQ or contract at issue;
 - iv. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and
 - v. The form of relief requested.
- b. **Pre-Award Controversies.** Pre-Award controversies are limited to item specification and solicitation clarity issues. They will be submitted not later than close of business (COB), three (3) working days prior to the RFQ close date and in the format outlined above. If a pre-bid conference is scheduled, pre-award controversies will



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be addressed at the conference. If the buyer feels the controversy has merit, he/she will take appropriate action which will include one of the following:

- i. Cancel the RFQ or other form of solicitation; or
- ii. Publish an amendment to the RFQ;

If the buyer feels that the controversy has no merit he/she will notify the interested individual and forward the file to the Director of Procurement for final review. Waiver of the above stated "3 day" filing suspense may be authorized by the Director of Procurement if he/she feels that a late submission of a question, controversy and its resolution would result in a better procurement action for the School District. However, offerors are hereby placed on notice, that it is their responsibility to notify the district of any defective specifications that would result in limitation of competition or, purchase of a substandard item in sufficient time to allow the School District to react. Controversies submitted less than forty eight (48) hours prior to the close date of an RFQ will be rejected.

c. Post-Award Protests/Controversies.

- i. **Filing requirements/time constraints.** Aggrieved offerors will submit their protests in accordance with paragraph Ta. (General) above not later than close of business the fourth day after the posting of the RFQ abstract on the District Purchasing Office "Bid Board". The appeal will be addressed to the appropriate buyer and a copy will be forwarded to or parties ("interested parties") that submitted a quotation. Other interested parties may submit material in rebuttal to the appeal.
- ii. **Stay of Award.** When a protest has been filed within the above time constraint and an award has not been made, the Director of Procurement shall make no award of the contract until the protest has been settled unless the Director of Procurement makes a written determination that the award of the contract without delay is necessary to protect substantial interests to include scheduled educational and instructional activities of the School District.



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- iii. **Decision of the Director of Procurement.** The appropriate buyer will review the appeal and, if warranted, will grant the requested relief. If the buyer does not favorably consider the appeal, the Director of Procurement and Warehousing will review the file and take final action on the appeal. If the RFQ was issued, evaluated, and administered by the Director of Procurement and Warehousing, the Assistant Superintendent for Business and Finance will take final action on the appeal. A decision on a protest shall be made by the Director of Procurement or Assistant Superintendent for Business and Finance as expeditiously as possible after receiving all relevant, requested information. If the protest is sustained the available remedies may include award of the contract, if no award has been previously made, or award of reasonable quotation preparation costs other than attorney's fees.

- iv. **Decision of the Assistant Superintendent for Business and Finance.** If the Director of Procurement concurs with the Buyer's determination not to sustain an appeal, the individual submitting the appeal may elevate the appeal to the Assistant Superintendent for Business and Finance. The Assistant Superintendent may sustain the appeal and grant the remedies specified above or concur with the Director of Procurement not to favorably consider the appeal.

- v. **Requests for Reconsideration.** Reconsideration of a decision of the Assistant Superintendent for Business and Finance may be requested through the Superintendent of Schools to the School Board in accordance with FNSBSD Board Policy 277.

Approved: April 15, 1997

