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Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Lisa Grant-Dawson, Chief Business Officer
Kimberly Raney, Executive Director Transportation & Logistics

Board Meeting Date November 12, 2020

Subject Proposed Amendments to Board Policy 3310 - Purchasing Procedures

Action Approval proposed amendments to Board Policy 3310 - Purchasing Procedures

Background & Discussion The world is facing a climate change emergency, which impacts District students. This proposed amendment to Board Policy 3310 - Purchasing Procedures would add environmental sustainability to the understanding of how purchasing procedures ensure “maximum value” and align such practices with a to-be-created (via administrative regulation) Environmentally Preferable Purchasing Policy.

Fiscal Impact Not clear – financial impact primarily determined details of Environmentally Preferable Purchasing Policy

Attachment Proposed Amendments to Board Policy 3310 - Purchasing Procedures (redline)
Proposed Amendments to Board Policy 3310 - Purchasing Procedures (clean)

OAKLAND UNIFIED SCHOOL DISTRICT

Board Policy

BP 3310

Business and Noninstructional Operations

Purchasing Procedures

The Superintendent or Deputy Superintendent of Business Services shall maintain effective purchasing procedures in order to ensure that maximum value [\(including environmental sustainability\)](#) is received for money spent by the District and that records are kept in accordance with law.

Insofar as possible, goods and services purchased shall meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practices [and the District's Environmentally Preferable Purchasing Policy \(as described in the applicable administrative regulation\)](#). Maintenance costs, replacement costs and trade-in values shall be considered when determining the most economical purchase price.

(cf. 3314.2 - Revolving Funds)

(cf. 3440 - Inventories)

All purchases shall be made by formal contract or purchase orders, be ordered on-line through a vendor that the Procurement Office has established as a district-wide provider, or shall be accompanied by a receipt.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3312 - Contracts)

Legal Reference:

EDUCATION CODE

17604 Delegation of powers to agents; approval or ratification of contracts by governing board

17605 Delegation of authority to purchase supplies and equipment

35250 Duty to keep certain records and reports

GOVERNMENT CODE

4331 Preference to supplies manufactured or produced in state

PUBLIC CONTRACT CODE

3410 U.S. produce and processed foods

12168 Preference for recycled paper products

12210 Purchase of recycled products

7/14/04; [12/09/20](#)

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