

**Internal Policies and Procedures  
of the  
Utah State Board of Education**

<b>Policy #:</b>	06-00
<b>Subject:</b>	General Procurement Policy and Procedures
<b>Date:</b>	June 21, 2022
<b>Policy Owner:</b>	Director of Purchasing and Contracts
<b>Policy Officer:</b>	Deputy Superintendent of Operations
<b>References:</b>	
<ul style="list-style-type: none"> <li>• <a href="#">Utah Code Annotated Title 63G, Chapter 6a, Utah Procurement Code</a></li> <li>• <a href="#">Utah Administrative Code R33</a> (State Purchasing and General Services Rules) as adopted, modified, and replaced by <a href="#">Utah Administrative Code R277-122</a> (Utah State Board of Education Procurement Rule).</li> </ul>	
<b>Definition:</b>	
<ul style="list-style-type: none"> <li>• “Procurement” means the acquisition of a supply, a service, or construction through an expenditure of public funds, or an agreement to expend public funds, including an acquisition through a public-private partnership and includes all functions that pertain to the acquisition of a procurement item, including preparing and issuing a solicitation; conducting a standard procurement process; or conducting a procurement process that is an exception to a standard procurement process; and preparation, award of a contract, and all phases of contract administration.</li> <li>• “Procurement” does not include a grant.</li> </ul>	

I. **PURPOSE:**

1. Ensure transparency in the Utah State Board of Education’s (“USBE”) public procurement process;

2. Ensure the fair and equitable treatment of all persons who participate in the public procurement process with USBE;
3. Provide increased economy in USBE's procurement activities;
4. Foster effective broad-based competition, and
5. Provide employees of USBE consistent information about procurement processes and procedures.

II. **POLICY:**

The procurement policies and procedures of the USBE shall comply with all applicable laws and administrative rules to meet the stated purposes.

III. **HISTORY:**

The effective date of this policy was January 19, 2018. On June 21, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.