QUARTERLY REPORTING OF AWARDED PUBLIC WORKS PROJECTS FOR $25,000 AND ABOVE TO THE DISTRICT'S BOARD OF TRUSTEES

Responsible: Purchasing Department

PURPOSE

This Administrative Procedure shall provide guidance for Washoe County School District's (District) Purchasing Department when processing required quarterly reporting to the Board of Trustees (Board) pursuant to Nevada Revised Statues (NRS) 338 on all public works projects awarded for $25,000 and above.

PROCEDURE

1. General Report Information
    a. Per NRS 338.1444, at least once each quarter, the District (as a local government) shall prepare a report detailing, for each public work over $25,000 for which a contract for its completion is awarded pursuant to NRS 338.
        i. A quarter is defined as:

            Q1 – July 1 – September 30

            Q2 – October 1 – December 31

            Q3 – January 1 – March 31

            Q4 – April 1 – June 30
2. The quarterly report is to include:
    a. The name of the contractor to whom the contract was awarded;
    b. The amount of the contract awarded;
    c. A brief description of the public work; and
    d. The names of all contractors from whom bids were solicited.
3. The assigned Purchasing Department employee completes a draft of the reporting document for review by the Director of Procurement and Contracts before finalizing the report for submission to the Board.
    a. The source data for the Quarterly Report is found on the Quote/Bid Log that is maintained by the Purchasing Department.
        i. The Quote/Bid Log includes a "Master" tab (spreadsheet) that captures all solicitations issued since the creation of the log (2007), with all subsequent tabs representative of each quarter that have been reported since 2007.

b. When preparing a new report, an additional tab with the date range of the quarter to be reported is created following the same format as previous reports.

c. All solicitations that were awarded during the applicable quarter and are $25,000 or greater are copied from the Master tab onto the newly created tab.

    i. Using the previous quarter's report as a reference, the applicable solicitations are sorted and reorganized to be formatted identically to all previous reports. As part of the formatting process a "FUND" column and a key referencing the different types of funding sources are added to the information extracted from the Master tab.

    ii. Once all information is displayed in the appropriate format the employee saves the revised e-copy of the Quote/Bid Log.

d. A draft of the report is provided to the Director of Purchasing and Contracts to review and approve.

    i. If the Director requests any revisions/edits, the Purchasing employee will correct the report and then resubmit to the Director of Purchasing and Contracts for final review and approval.

4. Once approval has been granted by the Director of Purchasing and Contracts, the Purchasing employee electronically saves a copy of the report in the Purchasing Department's shared Public Works drive as a pdf and labels the file with the applicable quarter following the same format as previous reports.

5. The assigned employee then transmits the finalized quarterly report via email to the Board's Executive Assistant.

    a. The email should also be sent (cc:) to all Public Works Buyers, the Director of Purchasing and Contracts, and to the Chief Financial Officer's Executive Assistant.

6. The provisions within NRS 338.1444 do not relieve the District from the duty to award the contract for the public work to a bidder who is the lowest responsive and responsible bidder if bids are required to be solicited from more than one properly licensed contractor pursuant to NRS 338.

7. A report prepared pursuant to NRS 338.1444 is a public record and must be maintained on file at the administrative offices of the District. The reports are maintained by the Purchasing Department.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
    a. Board Policy 3321, Contract Review and Approval; and
    b. Administrative Regulation 3322, Bids/Quotations and Contracts.
2. This Administrative Procedure aligns with Nevada Revised Statutes, to include:
    a. NRS Chapter 338, Public Works.

REVISION HISTORY

Date	Revision	Modification
01/01/2022	1.0	Adopted