



NEPN Code: DJBA/STI

**Policies and Regulations**

**Fiscal Management**

**Purchasing**

**Quantity Purchasing**

*Standardization of Supplies and Equipment*

To help achieve both quality control and the price advantages of quantity purchasing, the administration will:

1. set specifications for goods and services as needed.
2. describe materials, products or supplies in general terms rather than by brand name, unless the brand name is necessary to indicate the type of quality specified.
3. invite vendors to bid on other articles of like nature, utility and merit, where brand names have been cited as examples.

|                  |          |   |
|------------------|----------|---|
| Legal reference: | SDCL     |   |
|                  | 5-18A-18 | Specifications to promote economy and encourage competition – Circumstances under which brand name or equal specifications permitted. |
|                  | 5-18A-19 | Requirements for brand name or equal specifications.  |
|                  | 5-18A-20 | Circumstances under which brand name only specifications permitted.   |
|                  | 5-18A-25 | Preferences to certain resident businesses, qualified agencies, and businesses using South Dakota supplies or services.               |
|                  | 5-18A-26 | Resident bidder preferred over nonresident bidder from state or foreign province that has preference for resident bidders.            |
|                  | 5-18B    | Procurement of Public Improvements  |

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|-----------|----------|--------------|-----------------|
| Policy    |          | Board Action | (formerly 3312) |
| adopted:  | 05-28-68 |              |                 |
| amended:  | 10-08-73 |              |                 |
| reviewed: | 02-22-99 | 29272        |                 |
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| reviewed: | 09-12-11 | 36165        |                 |