

Attachment 12



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FINANCIAL – PROCUREMENT POLICY

Local Competitive Procurement Process for Fiscal Effective July 1 2015

Purchases for the WDB may be made by a purchase order request. Travel vouchers, which are specifically designed disbursement documents, are authorized for travel and travel related expenditures and are not intended as a purchasing document.

Check Requests

Can only be used for special circumstances requiring a deposit before a full payment is made.

Procedures

1. A purchase order request form is available in the central files, it must be fully completed by the staff member initiating the purchase, including a description of the anticipated purchase, needs assessment, cost estimates, assessment of procurement requirements based on anticipated purchase amount, recommended vendor applicable explanations.
2. The fully completed purchase order request form must be submitted to the initiator's immediate supervisor for approval and signature.
3. The initiator's supervisor then gives the purchase order request form to the Manager of Fiscal Operations for verification of proper procurement procedures and adequacy of budget by the supervisor.
4. After verification the Manager of Fiscal Operations gives the form to the President/COO for approval.
5. Once approved by President/COO, the purchase request is given to the fiscal department to be purchased.

Purchase Order Exemptions

The following expenditures are exempt from purchase order requests:

- 1) Local purchases of kitchen supplies.
- 2) Local purchases of meeting supplies.
- 3) Local purchases of miscellaneous supplies ordered directly through the President/COO.
- 4) Local purchases of office supplies under \$500.

The functions assigned to designated staff members in these procedures can be performed by their immediate supervisor in the prolonged absence of the designated staff member, if necessary.

Additional Procurement Requirements

Purchases of at least \$501.00 but less than \$2,500.99 require three competitive bids. Bids may be taken from internet or advertisements.

Purchases of at least \$2,501.00 but less than \$24,999.00

Require three written bids from separate vendors. Purchase from the lowest and best bid meeting needs. The vendor name, price, date, name of person contacted and description of the item or service to be purchased must be attached to the purchase order request form.

Purchases for \$25,000.00 or more

Require a formal advertised competitive bid process. Consult with immediate supervisor before proceeding.

Three Bids Unavailable Wavier

Requests for bids must be made from adequate number of offers until three bids receives; however, if for some reason three bids cannot be obtained, contact the Fiscal Department and/or the President/COO. They will insure that the bidding process was followed in accordance with Sec. 97.36 C and record the results.

Items exempt from competitive procurement; Sole Source Exemptions.

The following items are exempt from competitive bidding process:

Magazines, books, periodicals, newspapers, direct advertising space and time, unless there are multiple businesses in the area to provide the same service or the same coverage.

- 1) The cost of attending or participating in conferences.
- 2) Training sessions and seminars.
- 3) Copyrighted materials such as films, film strip books and pamphlets.
- 4) Updates on currently possessed computer and telephone software.

Emergency Purchases

An emergency purchase is a purchase that has to be made for an immediate need. This will include equipment, office supplies or other items for program participants. All purchases require the signature of the President/COO.

Sole Source Purchases

Sole source purchases are specialized items geared to meet specific needs of the program. Due to certain conditions, such purchases do not have a marketable competitor who can meet the needs of the purchase. All purchases require the signature of the President/COO.

Local Competitive Procurement Process for

Competitive Procurement Process for WIOA Youth,

Adult, and Dislocated Worker Programs.

Effective July 1 2015

To ensure full and open competition for provision of services under the Workforce Innovation and Opportunity Act (WIOA), the Southeast Workforce Development Board (SE WDB) has established the processes outlined below. These processes comply with 29 CFR (Code of Federal Regulations) 95, 95.40 through 95.48; TEGL 09-00; TEGL 35-10; and DWD Issuance 01-2012.

Advertisement/Notification:

To foster competitive procurement in accordance with WIOA guidelines, the WDB maintains a list of potential bidders who receive the Request for Proposals either in hard copy or electronic format. That list is updated periodically as the WDB becomes aware of new/different organizations that might have an interest in providing services. The notice of Request for Proposals is also posted on the SE WDB website (www.job4you.org). The WDB posts notices in conventional media outlets; we also use MAWD and TEAM website.

Revised Date: December 4th, 2017

Page 2 of 3

Proposal Response Time:

The notice of Request for Proposals is posted, and correspondence to potential bidders is sent with no less than, 30 days prior to the grant submission deadline. With the announcement of solicitation for proposals, we provide a mandatory pre-bidders conference, date/time. At the conference, a brief background on the 13-county area; the projected amount of funds available for the WIOA program(s) we are soliciting proposals on; instructions for completing the proposal; attachments that must be included with the proposal; the application submission process and deadline.

Proposal Evaluation:

WDB staff develop an evaluation (score) sheet based on criteria required for successful performance of the WIOA program. Evaluation factors considered include completeness and timeliness of proposals (all the required elements are addressed/attached and the proposal was received prior to deadline expiration); reasonableness of costs; performance targets; probability of achieving proposed targets; compliance with WIOA; and past performance (if applicable).

Review of Proposals:

We operate under the NGCC model, as a staffing grant only, for the WIOA Adult and Dislocated Worker programs. The WDB Staff and WDB Executive Committee members receive the RFP guidelines, the proposals received in response to the RFP, and the proposal evaluation sheet after the submission deadline. Committee members who represent an agency which has submitted a proposal for consideration are not included in this distribution.

WDB staff and committee members independently review and score each proposal.

Award Recommendation: During a full WDB meeting those members discuss and review evaluations; a vote is cast in committee to recommend subcontractor(s) to the full board. When WIOA Youth service providers are procured, a similar process is followed as described above. The WDB Youth Action Network receives the proposals for review, as do the appointed WDB Staff. The Youth Action Network makes a recommendation presentation to the full board for vote.

Award/Non-award Notification: The Organization(s) that is award contract(s) are contacted via phone and notified of the WDB decision. Each organization that responds to the RFP with a written proposal is notified via letter of award/non-award based on majority vote at the board meeting.