



Workforce Investment Board Mid-Ohio-Valley

Policy #09

Subject: Procurement Policy

Effective Date: April 1, 2001

Purpose: To establish a procurement policy for the purchase of equipment and services through Workforce Investment Board Mid-Ohio Valley funds.

References: Section 195(11) Workforce Investment Act of 1998; OMB Circular A-110 Procurement Standards

Background: Local Workforce Investment Boards, as outlined in the Workforce Investment Act, are required to ensure an open and competitive procurement process. Procurement procedures shall not restrict or eliminate competition.

Policy: Procurement under grants shall be made by one of the following methods, as described herein: A) small purchase procedures; B) procurement through state contracts; C) competitive negotiation; D) sole source proposals. Awards shall be made only to responsible contractors that possess the ability to perform successfully under the terms and conditions of the proposed contract. Consideration shall be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- A. Small purchases or contract procedures are those relatively simple and informal procurement methods that are sound and appropriate for procurement of services, supplies or other property, costing in the aggregate not more than \$25,000. If small purchase procedures are used for procurement, price or rate quotations shall be obtained from at least three (3) qualified sources, where practical.
- B. Items and / or services may be procured using the state procurement system. Items included on this list meet federal and state procurement standards.
- C. Purchases or *contracts of greater than \$25,000* and not listed on the state purchasing contract must use competitive negotiation procurement process.
 1. Advertisements for the requested service must be posted in county newspapers in the Region 4 Workforce Investment Area. Proposals must also be solicited from an adequate number of known suppliers, providing them sufficient time prior to the due date for proposals.
 2. Evaluation criteria must be developed for an objective evaluation of proposals received. Whenever possible, a WIB member will assist WIB staff with the evaluation of proposals. Such evaluation should consider cost of services but cost should not be the sole deciding factor in the award of contract.

D. Sole source procurement may be used under the following conditions:

1. The item is available only from a single source;
2. Public exigency or emergency when the urgency for the requirement will not permit a delay resulting from competitive solicitation;
3. After solicitation of a number of sources, competition is determined inadequate.

Action: The Workforce Investment Board Mid-Ohio Valley will maintain documentation of procurement related activities. Items purchased using Region 4 WIA funds will also be subject to the Property Guidelines (Policy #10).

Expiration Date: This policy shall be in effect until revised or canceled by the Workforce Investment Board Mid-Ohio Valley.

Approved:

WIB
WIB and Executive Committee

March 28, 2001
February 28, 2003