



**Agenda Item 3**  
**July 1, 2015**

**DATE:** June 18, 2015

**TO:** Children and Families Commission of Orange County

**FROM:** Christina Altmayer, Executive Director 

**SUBJECT:** Administrative Policies and Procedures Update

**ACTION:** Approve annual review and updates to Administrative Policies and Procedures

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**SUMMARY:**

The annual review of the Children and Families Commission of Orange County's Administrative Policies and Procedures is complete. This item requests approval for recommended updates to selected Policies and Procedures based on prior Commission actions and/or operational changes.

**DISCUSSION:**

The Commission's Administrative Policies and Procedures were originally adopted in November 2001 and are periodically reviewed and updated as needed. A thorough review of the Policies and Procedures was conducted in 2013 with the intent to implement an annual review to ensure the Policies and Procedures remain current.

An annual review of the Administrative Policies and Procedures for 2015 is complete. The majority of the items require no change, minor changes or updates. A summary of changes are included as Attachment 1. Two items require substantial changes (see 5.1. and 6.1 below) and a new Policy and Procedure has been added to the Purchasing and Contract Management, Section 6.0. The Policies and Procedures are on file with the Clerk of the Commission and available for review upon request. The following is a summary of the changes and a new policy.

**Policies and Procedures 5.1-Funding Policy (Attachment 2)**

This policy was created to guide the process for agencies to apply for Commission funding. The policy initially addressed the competitive funding request process only. The update includes the non-competitive funding request process for strategic partnerships. Strategic partnerships are needed for specific resources, abilities, or expertise to implement cost effective and expeditious specific activities. The non-competitive process for procuring human services through strategic partnerships was formerly included in Policy 6.1-Goods and Services Purchasing Policy.

**Policies and Procedures 6.1-Goods and Services Purchasing Policy (Attachment 3)**

This policy requires the Commission's procurement activities comply with all applicable provisions of the Public Contract Code, and the Support Services Agreement between the Commission and the County of Orange. The revisions include updates for procuring professional, consultant and advisory services. The process for procuring auditing services has also been added. The procedure for procuring human services and strategic partnerships was moved to Policy 5.1-Funding Policy.

### **Policies and Procedures 6.10-Federal Purchasing Policy (Attachment 4)**

Effective December 26, 2014, purchases funded by federal grant funds must adhere to regulations found in the Federal Office of Management and Budget Uniform Guidelines as a condition of receiving funds and to meet annual audit compliance. A new policy was created to set forth the regulations and guidelines for purchasing goods and services for the Commission with the use of federal grants or awards.

### **STRATEGIC PLAN & FISCAL SUMMARY:**

There are no funding actions proposed for this item.

### **PRIOR COMMISSION ACTIONS**

- July 2014 - Approved updated Administrative Policies and Procedures
- March 2014 - Approved updated Administrative Policies and Procedures Section 7.0
- September 2013 - Approved updated Administrative Policies Section 6.0
- July 2013 – Approved updated Administrative Policies Section 3.0
- May 2013 - Approved updated Administrative Policies Sections 1.0, 2.0, 4.0, 5.0, 8.0

### **RECOMMENDED ACTIONS:**

Approve updated Administrative Policies and Procedures

### **ATTACHMENTS:**

1. Administrative Policies and Procedures Summary of Changes
2. Policies and Procedures 5.1-Funding Policy
3. Policies and Procedures 6.1-Goods and Services Purchasing Policy
4. Policies and Procedures 6.10-Federal Purchasing Policy

**Contact:** Kelly Pijl

**1.0 Background and Rosters**

**Summary of Changes**

1.1	Introduction and Purpose	No change
1.2	Administrative Policy Guidelines Maintenance and Revision Policy	No change
1.3	Commission Overview	No change
1.4	Commission/Roster	Roster updated
1.5	Pediatric Health Services/Roster	Roster updated
1.6	Investment Oversight and Monitoring	Duplication - Moved to Financial Management Policy 4.4

**2.0 Governing Structure**

2.1	State Authorization Policy	No change
2.2	County Authorization Policy	No change
2.3	County Support Services Agreement Policy	No change
2.4	Commission By-Laws	No change
2.5	Advisory Committee Establishment Policy	Revised to recognized PHS as official Advisory Committee
2.6	Public Records Request	No change

**3.0 General Operations**

3.1	Risk Management Insurance Coverage Policy	No change
3.2	Authorized Signature Policy	Updated to replace the paper process with the County of Orange Access Request Application on-line process
3.3	Emergency Evacuation Policy	No change
3.4	Disaster Response	No change

**4.0 Financial Management**

4.1	Revenue and Expenditure Policy	No change
4.2	Fund Balance Policy	No change
4.3	Operating Budget Development and Amendment Policy	No change
4.4	Investment Oversight, Monitoring & Policy	Updated to add the Investment Policy statement approved in May 2015
4.5	Fixed Asset Policy	Removed reference to outdated policy number

4.6	Financial Audit and Reporting Policy	Added language referencing the Auditor rotation as new State of California requirement
4.7	Multi-Year Financial Plan Policy	Deleted outdated language
4.8	Administrative Costs Policy	Removed reference to outdated chapter of the First 5 Financial Management Guide
4.9	AB109 Policy	Removed reference to outdated chapter of the First 5 Financial Management Guide
4.10	Check Deposit Policy	No change
4.11	Claims Against the Commission Policy	No change
4.12	Financial Record Retention Policy	No change
4.13	Speaker Expenses Reimbursement Policy	No change
4.14	Membership	No change

### 5.0 Program Management

5.1	Funding Policy	Added language for procuring human services formerly in Policy & Procedure 6.1. Articulated process for competitive and non-competitive procurement processes. <b>(Tracked changes shown in Attachment 2)</b>
5.2	Annual Strategic Plan Policy	No change
5.3	Annual Report Policy	No change
5.4	Outcome Collection, Evaluation and Reporting System Policy	No change
5.5	Performance Outcome Measurement System Evaluation Policy Guidelines	No change
5.6	Confidentiality & Data Sharing	No change

### 6.0 Purchasing and Contract Management

6.1	Goods and Services Purchasing Policy	Updated language to procure professional, consultant, advisory and auditing services. Moved language to procure human services to Policy & Procedure 5.1-Funding Policy <b>(Tracked changes shown in Attachment 3)</b>
6.2	Office Supplies Purchasing Policy	No change
6.3	Petty Cash Policy	No change
6.4	CAL Card Purchasing Policy	No change
6.5	Travel Request and Approval Policy	No change

6.6	Stipend and Expense Reimbursement Policy	No change
6.7	Document Retention Policy	No change
6.8	Contract Management	No change
6.9	Release of Funds owed to Commission Contractors	No change
6.10	Federal Purchasing Policy	New Policy ( <b>Attachment 4</b> )

### 7.0 Personnel Management Policies

7.1	Personnel and Salary Policy	No change
7.2	Discrimination, Harassment and Violence Prohibition Policy	No change
7.3	Electronic System	No change
7.4	Payroll and Timekeeping Policy	No change
7.5	Conflict of Interest Policy	Updated the list of filers
7.6	Gift Ban Policy	No change
7.7	Controlled Substance Policy	No change
7.8	Dress Code	No change

### 8.0 Strategic Communications

8.1	Media Interaction Policy	No change
8.2	Use of Commission Name and Logo Policy	No change
8.3	Mass Mailing Policy	No change
8.4	Photograph Release Policy	Photo release form updated to current letterhead



**POLICIES AND PROCEDURES**

**No: 5.1**

**REQUEST FOR PROGRAM FUNDING**

**PURPOSE**

The Commission’s funding program may provide ~~operating resources and~~ operating and capital funds, and resources to qualified agencies with the following restrictions and limitations, as mandated by the California Children and Families Act of 1998:

- Funding must support programs that are designed to achieve the Commission’s stated outcomes and target services to the zero to five population and their families as identified in the Strategic Plan;
- Funding must not supplant or replace any existing or expiring revenue sources;
- Funding must be used for expanded or new services for the target population, or to develop capacity to provide services to the target population.

The purpose of this policy is to set forth the requirement for generating a schedule and process for ~~potential grantees agencies to to apply for~~ receive funds and resources consistent with the Commission’s Strategic Plan.

**POLICY STATEMENT**

~~It is the policy of the Commission that funding and resources for health and human services be made available to existing governmental, not-for-profit or for-profit entities, Community-based organizations, public entities, and other nonprofits to support the strategic priorities~~ of the Commission. The Commission makes resources available through Funding Requests or through noncompetitive Strategic Partnerships.

**FUNDING REQUESTS**

It is the policy of the Commission that staff develop an application schedule, process and procedures whereby potential grantees may submit applications for Commission funding or resources. ~~An Request for Application~~ An application (RFA) or Request for Proposal (RFP) may establish funding eligibility requirements, evaluation criteria, and submittal requirements.

Prior to the release of ~~any RFA or RFP~~ applicationany application, the Commission will adopt a Funding Allocation Plan that will define the total amount available for allocation, timeline and process of application process, and a schedule for review.

It is the policy of the Commission that staff carefully review and evaluate all ~~funding~~ requests to ensure the requested funding or resources will not supplant or replace any existing or expiring revenue sources. Additionally, funded agencies may be subject to a program audit, risk assessment

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and programmatic site visit to verify compliance with grant conditions and how funds are being used.

It is the policy of the Commission to establish funding requirements and contractual obligations in accordance with specific grant agreements.

Commission and Community-Advisory Committee members may be asked to participate on evaluation panels to review applications submitted, and provide recommendations for full Commission consideration.

#### Non Competitive Strategic Partnerships

In addition to health and Human Services contracts procured through a competitive process, the Commission also obtains some human-services through non-competitive master agreements under the same terms and conditions with all available providers in a given service area, such as school readiness services provided at all of Orange County's 26 school districts. Some of the Commission's strategic partnerships began with programs funded for many years through a competitive process which over time developed into a strategic partnership in order to maximize efficiencies, ensure continuity of available services, and provide more cost effective services. These strategic partnerships focus on specific purposes and scopes of work that are directly aligned with the Commission's Strategic Plan. Compliance with this policy will provide consistency, transparency, accountability and uniformity in the selection of such strategic partners.

A strategic partner is defined as an existing governmental, not-for-profit or for-profit entity which has specific resources needed by the Commission and has the demonstrated resources, ability or level of expertise to implement specific activities that is more cost effective and expeditious.

The Commission, the Executive Director and staff are responsible for implementing this policy as follows:

- Once a project or initiative has been identified by the Commission, planning and implementation activities will commence, at which point an assessment of required resources will be completed by the Executive Director and Commission staff and presented to the Commission for review and action.
- The determination that entering into a strategic partnership is in the best interests of the Commission shall be made by the Commission in an open meeting.
- The decision to select and continue specific strategic partners shall be made by the Commission in an open meeting. All such findings, and the factual justifications for the findings, shall be documented in the agenda item presented to the Commission for determination and shall be maintained in the publicly-accessible project file with the executed strategic partnership agreement.
- All strategic partnership agreements shall be executed using a master template with the same terms and conditions for all available providers in a given service area.



## **POLICIES AND PROCEDURES**

**NO: 6.1**

### **GOODS AND SERVICES**

#### **PURPOSE**

In accordance with the Support Services Agreement between the Commission and the County of Orange, Exhibit D, the CEO/Purchasing Office as requested by the Commission, assists the Commission in preparing and processing purchasing transactions and creating purchasing contract documents. On August 1, 2001 (Agenda Item No. 6), the Commission authorized the Executive Director, effective July 1, 2001, to issue contracts and process-related purchasing documents in keeping with the monetary limits and other requirements contained in the County of Orange's Contract Policy Manual. Consequently, the Executive Director is authorized to enter into service contracts up to \$50,000 for required services including, but not limited to, data services, temporary help services, and equipment maintenance services.

On July 6, 2005, without modifying the limits of the authority granted to the Executive Director on August 1, 2001, the Commission updated the authority to authorize the Executive Director to issue contracts under the Commission's legal name as revised by the County of Orange Board of Supervisors on July 20, 2004.

The purpose of this policy is to set forth the regulations and guidelines for purchasing goods and services for the Commission consistent with the Support Services Agreement between the Commission and the County of Orange, Exhibit D.

#### **POLICY STATEMENT**

It is the policy of the Commission that all procurements will comply with all applicable provisions of the Public Contract Code, and the Support Services Agreement between the Commission and the County of Orange.

It is the policy of the Commission that:

- When determined to be more cost effective and efficient, the Commission will work with the CEO/Purchasing Office to utilize existing County master agreements;
- The Commission will sign its own contracts as a separate entity;
- A purchasing requisition will be submitted with an authorized signature for all purchasing transactions to be processed by the CEO/Purchasing Office prior to the transaction being processed;
- The Executive Director is authorized to enter into and execute contracts for all required goods and services, including consultant services, up to \$50,000;
- The Commission must approve all contracts for goods and services in excess of \$50,000.

#### Procedures for Procurement of Goods and Services Using the CEO/ Purchasing Office

Administrative staff may prepare and process contracts for goods and services up to \$50,000 for approval by the Executive Director. The Commission must approve all contracts in excess of \$50,000.

In addition to complying with the County purchasing regulations for Goods and Services, the Commission will follow the procedures listed below.

- Administrative staff coordinates the procurement of all goods and services required to conduct Commission business;
- The requestor provides Commission's Administrative staff all necessary details concerning the goods or services to be purchased, including a description of the goods or services required, the approximate anticipated dollar amount of the purchase, and the time period the goods or services are required;
- Administrative staff prepares and forwards a purchase request form with the details of the requested purchase to the Office Manager (OM) for review;
- The Office Manager will coordinate with the Finance staff to ensure the existence of adequate budgeted funds to pay for the requested goods or services;
- The Office Manager reviews, approves and returns the purchase request form to Administrative staff;
- Administrative staff submits the purchase request form to the CEO/Purchasing Office to process and obtain the required goods or services;
- Administrative staff shall process payments for purchase of goods or services through the CEO/Purchasing Office and maintain appropriate documentation.

#### Procedure for Purchase of Goods and Services using Executive Director Authority

The Executive Director is authorized to make purchases for single items in amounts not to exceed \$5,000, up to a maximum of \$50,000 per transaction, including delivery and installation as appropriate, following the guidelines below when the CEO Purchasing Office determines anticipated delivery time for goods or services to be in excess of thirty (30) days:

- Administrative staff obtains a minimum of three (3) bids for substantially the same item from local vendors to include delivery and installation as appropriate and submits to Office Manager;
- Office Manager selects the lowest responsive bid, assuming no vendor error in submitting any bid, and authorizes purchase, with the Executive Director's review and concurrence;
- Administrative staff arranges purchase, delivery, installation, and payment, and follows up to ensure delivery is made as requested.

#### Procedures for Procurement of ~~Technical~~/Professional Services through Request for Qualifications (RFQ)

~~Technical/Professional Services are single use, limited scope, non-human service projects such as include~~ but are not limited to, graphic design, ~~temporary employment, auditing and printing services related to Commission business, strategic communications, administrative support, program management and expert consulting.~~ At ~~least once~~ a minimum of every five (5) years, Commission's ~~Administrative~~ staff will use the following guidelines to establish a slate of approved vendors capable of providing services on an as-needed basis:

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- ~~Develop an RFQ timeline through and notify Commission of the process and timeline; approval of slate of recommended vendors or on-call panel;~~
- ~~Prepare list of existing Technical/Professional contracts by areas of expertise and circulate for Commission staff review and comment~~
- ~~Review and update existing scopes of service and refine for additional needs;~~
- ~~Determine scope of services to be provided;~~
- ~~Review and update existing RFQ documents;~~
- ~~, including “Letter of Intent to Issue RFQ” for services to be purchased, for how much, Commission goals to be accomplished, parameters for judging performance and actions to be taken to ensure contract compliance;~~
- ~~Determine criteria to evaluate qualifications; With Program and Contracts staff, determine criteria to evaluate qualifications;~~
- ~~With Program and Contracts staff, establish qualification evaluation panel(s);~~
- ~~Release completed RFQ;~~
- ~~Review and evaluate Qualifications submissions~~
- ~~Selected qualified applicant(s) based upon evaluation and recommend selected service provider for Commission approval~~
- ~~Notify selected service provider subsequent to Commission’s approval.~~
- ~~, and coordinate receipt of qualification(s) and evaluation panel(s) deliberations;~~
- ~~With Program and Contracts staff, prepare Staff Report and Resolution for Commission approval of slate of recommended vendors.~~
  - ~~After approval by Commission, notify selected vendor(s), prepare contract(s) and coordinate document processing through contract execution with Clerk of the Commission.~~

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#### Procedures for procurement of Human Services through Request for Applications (RFA)

~~Human Services contracts are for services that maintain or improve the social, economic, physical, or mental well being of children from the pre-natal stage through age five (0 – 5) and their families. At least every five years, Commission Program and Contract Administration staff will use the following guidelines for new or renewal human services contracts obtained through a competitive process to ensure that RFAs are administered in a fair, objective and ethical manner:~~

- ~~Develop an RFA timeline through Commission approval of recommended human service providers;~~
- ~~With Finance staff, develop adequate budgeted funds for service provision;~~
- ~~Prepare list of existing human services contracts for Commission staff review and comment;~~
- ~~Determine scope of services to be provided;~~
- ~~Perform internal review of history of existing service providers, as appropriate, and prepare documentation for use by evaluation panel(s);~~
- ~~Review and update existing RFA documents, including “Letter of Intent to Issue RFA” for services to be purchased, for how much, Commission goals to be accomplished, parameters for judging performance and actions to be taken to ensure contract compliance;~~
- ~~Determine criteria to evaluate applications;~~
- ~~Establish application evaluation panel(s);~~
- ~~Release completed RFA, and coordinate receipt of application(s) and evaluation panel(s) deliberations;~~

- Prepare Staff Report and Resolution for Commission approval of recommended human service provider contracts;
- After approval by Commission, notify selected human service contract provider(s), prepare contract(s) and coordinate document processing through contract execution with Clerk of the Commission.

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#### Procedures for procurement of Human Services through Strategic Partnerships

In addition to Human Services contracts procured through an RFA, the Commission also obtains some human services through non-competitive master agreements under the same terms and conditions with all available providers in a given service area, such as school readiness services provided at all of Orange County's 26 school districts. Many of the Commission's strategic partnerships began with programs funded for many years through an RFA process which over time developed into a strategic partnership in order to maximize efficiencies and provide more cost effective services. These strategic partnerships focus on specific purposes and scopes of work. Compliance with this policy will provide consistency, transparency, accountability and uniformity in the selection of such strategic partners.

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A strategic partner is defined as an existing governmental, not-for-profit or for-profit entity which has specific resources needed by the Commission and has the demonstrated resources, ability or level of expertise to implement specific activities in cooperation with the Commission that are consistent with the Commission's Strategic Plan, in a manner that is more cost effective and expeditious. A strategic partner is selected based on detailed and well-documented assessment rather than by a competitive bid process to solicit the specific expertise required.

The Commission, the Executive Director and staff are responsible for implementing this policy as follows:

- To ensure that Commission activities are aligned with the strategic plan goals, the Commissioners will work with the Executive Director and Commission staff to develop a set of prioritized initiatives, programs and activities and determine proportionate funding allocations.
- Once a project or initiative has been determined, planning and implementation activities will commence, at which point an assessment of required resources will be completed by the Executive Director and Commission staff and presented to the Commission for review.
- The determination that entering into a strategic partnership is in the best interests of the Commission shall be made by the Commission in an open meeting.
- The decision to select specific strategic partners shall be made by the Commission in an open meeting.
- Each decision to enter into a strategic partnership shall require the documentation of the following findings of justification:

- That the proposed Strategic Partner can provide specific resources needed by the Commission to implement an approved program or initiative in a manner, or on a scale, that makes the strategic partnership more cost-effective than resources that could be obtained through a competitive solicitation; or
- That the proposed Strategic Partner can implement an approved program or initiative more expeditiously than resources that could be obtained through a competitive solicitation; or

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- ~~• That the proposed Strategic Partner can provide a demonstrated level of ability or expertise that is only available in the community through the proposed strategic partnership; or~~
  - ~~• That working with the Strategic Partner provides significant and unique opportunities to leverage Commission funds to produce additional funding for the program or service.~~
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- The Commission shall be further required to find that the proposed strategic partnership is consistent with the adopted Strategic Plan.
  - All such findings, and the factual justifications for the findings, shall be documented in the agenda item presented to the Commission for determination and shall be maintained in the publicly accessible project file with the executed strategic partnership agreement.
  - All strategic partnership contracts shall be executed using a master agreement template with the same terms and conditions for all available providers in a given service area.

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#### Procedures for Procurement of Expert Consultant and Advisory Services

~~The majority of Commission contracted services are procured through a competitive process or through use of a master agreement using the same terms and conditions to contract with all available service providers in a given service area.~~ The Commission recognizes circumstances which make an Request for Applications (RFA) process unproductive, when it is generally accepted that only one provider is available or has the specific level of expertise and existing knowledge and involvement in a specific project or functional area. In addition, there are circumstances where special expertise is required and the Commission needs to seek out and obtain the services of an individual or firm similar to an executive search human resources process.

~~At least every year~~Annually or, with respect to selected special services such as legal counsel, accountant or other services which may typically be the subject of longer term arrangements, periodically as is appropriate to the nature of the services to be provided or existing contractual arrangements, ~~Commission Program and Contract Administration staff will use the following guidelines for renewals~~ of expert consultant services contracts will be completed to ensure that services provided meet Commission expectations of service performance. Examples of services which may require longer term arrangements include, but are not limited to, legal services, certified public accounting, etc. Commission Program and Contract Administration staff will use the following guidelines for procuring or renewing expert consultant service contracts:

- Develop a timeline ~~with Commission approval, including recommended consultant service providers; within which to procure specialized services;~~
  - ~~With Finance staff, develop adequate budgeted funds for service provision;~~
  - ~~Prepare~~Review list of existing consultant services ~~contracts agreements including a history of service provision for Commission staff review, comment and recommendations for renewal; and determine scope of services needed or to be added;~~
  - ~~If necessary, retain an executive search firm to search for special services consultants or firms;~~
- Determine scope of services to be provided;
  - Prepare Staff Report and Resolution for Commission approval of recommended consultant service provider contracts;

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- Select consultant for agreement or renewal and submit a recommendation to the Commission for approval;
- After approval by Commission, notify selected service provider
- After approval by Commission, notify selected consultant service provider(s), prepare contract(s) and coordinate document processing through contract execution with Clerk of the Commission;

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Procedures for Procurement of Auditing Services through Request for Proposals (RFP)

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The Commission is required to perform an annual financial audit, an annual single audit, and expanded audit requirements established for county commissions by AB 109 (2005) and SB35 (2005). At a minimum of every five (5) years, the Commission staff will use the following guidelines to select an auditor/auditing firm to provide annual financial audit services:

- Develop a RFP timeline and notify the Commission
- Review and update existing RFP documents
- Review and determine the scope of services
- Determine criteria to evaluate applications;
- Establish application evaluation panel(s);
- Release completed RFP;
- Proposals are reviewed and evaluated by a rating panel(s) based on the criteria established within the RFP and selected for further consideration;
- A panel comprised of Commission representatives will interview selected candidates and provide a recommendation to the Commission for approval;
- After approval by Commission, notify selected auditing firm

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## **POLICIES AND PROCEDURES**

### **No: 6.10**

#### **FEDERAL FUNDS PURCHASING POLICY**

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##### **PURPOSE**

The new Federal Office of Management and Budget Uniform Guidance went into effect on December 26, 2014 and apply to federal awards or funding increments issued on or after that date. Purchases funded by federal grant funds must adhere to regulations found in Uniform Guidance as a condition of receiving funds and to meet annual audit compliance.

The purpose of this policy is to set forth the regulations and guidelines for purchasing goods and services for the Commission with the use of federal grants or awards. Commission purchasing polices for goods and services more restrictive than those prescribed by federal guidance will be followed.

##### **POLICY STATEMENT**

It is the policy of the Commission that all procurements using federal grants or awards will comply with the Federal Office of Management and Budget Uniform Guidance.

Federal Methods of Procurement:

1. Micro-purchases of less than \$3,000 will not require a competitive bid or quote. Reasonable efforts will be made to ensure fair and competitive pricing. To the extent practicable, the Commission will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded if the price is determined to be reasonable.
2. Small purchases between \$3,000 and \$150,000 require quotes to be received from a multiple number of qualified sources. Quotes may be obtained from suppliers or public websites.
3. Sealed bids are required for purchases over \$150,000. The request for sealed bids will be publically advertised and solicited from multiple suppliers. The contract will be awarded to the lowest responsive and responsible bidder.
4. Competitive proposals will be solicited for purchases over \$150,000. The request for proposal will be publicized and proposals solicited from multiple qualified sources. A written process for conducting technical evaluations of reviewing proposals and selecting recipients will be followed. The award will be made to the most advantageous bid considering both price and other factors.
5. Sole source procurement will be used when goods or services are only available from a single source, there is a public emergency, or after soliciting a number of sources, the competition is deemed inadequate. Written pre-approval will be required from the federal awarding agency.

It is the policy of the Commission that all Commission officials and staff are in compliance with County Ordinance 04-010, by properly completing all required information on the State Conflict of Interest forms (Form 700), including the full disclosure of certain personal financial interests. It is the policy of the Commission that all staff be subject to the items contained in the Conflict of Interest Procedure (Policies and Procedure #7.5).

The Commission Finance Manager will annually review the State Conflict of Interest forms. Any potential conflicts of interest regarding a federal award or grant identified on a State Conflict of Interest form will be disclosed in writing to the awarding funding agency.