



Workforce Development Board Mid-Ohio-Valley

Policy #05

Subject: Procurement Policy

Effective Date: July 1, 2015

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

References: Section 195(11) Workforce Innovation and Opportunity Act 2014; 2 CFR Part 200 §200.318-200.326 Procurement Standards

Background: Local Workforce Development Boards, as outlined in the Workforce Development 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. Purchases less than \$3000 may be awarded without soliciting competitive quotations. Purchases with a per-unit cost greater than \$3000 but less than \$50,000 require at least three (3) quotes.

Purchases greater than \$50,000 must meet one of the following:

- 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 \$50,000 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 Development 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 WDB member will assist WDB 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.
4. The Federal Awarding agency or pass-through entity (State of WV) expressly authorizes noncompetitive proposals in response to a written request from the WDB-MOV.

Action: The Workforce Development Board Mid-Ohio Valley will maintain documentation of procurement related activities. Items purchased using Region 4 WIOA funds will also be subject to the Property Guidelines (Policy #6).

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

Approved:

WIB	March 28, 2001
WIB and Executive Committee	February 28, 2003
WIB	January 26, 2011
LEO	January 28, 2011
WDB/LEO	July 24, 2015