

Procurement Procedures CSWD

PURPOSE: The purpose of this policy is to provide guidance and procedures to be used by local recipients of WIOA funds regarding the purchase and procurement of goods and services.

REFERENCES:

WIOA Directive WSD12-10, Subject: Procurement
WIOA Final Rule

The purpose of the WIOA procurement process is to provide for fair and equal treatment of all persons and organizations involved in a procurement, to maximize the purchasing power or value of WIOA funds, and to provide safeguards to ensure the integrity of all WIOA procurements through the maintenance of a quality procurement system.

CSWD will procure goods and services following the policy adopted by the Workforce Development Board (WDB), Chapter 13 of the County Code of San Benito (CSWD is a County Department), whichever is most restrictive, and with WIOA Directive WSD12-10. The following procedures will provide the standards by which procurement compliance may be measured.

Procurement methods must allow for full and open competition per 29 CFR 97.36. Procurement methods may fall into one of four categories: Small Purchases, Noncompetitive Proposals/Sole Source, Sealed Bid/Invitation for Bid (IFB), and to procure services, supplies, and equipment is outlined in the procurement policy for the agency.

CSWD staff and the WDB follow a conflict of interest policy whereby any conflict of interest in conducting procurements by CSWD staff and/or WDB members is not allowed. A process for resolving disputes, claims, and protests of award for procurements utilizing WIOA funding is in place. This resolution process is included with the procurement policy and procedures documentation.

To avoid purchasing unnecessary items or duplicative items, staff will conduct office inventory/study of existing supplies/equipment/materials available. Where possible, staff will reuse supplies available. The purchase of unnecessary items should not occur, as the approval to purchase supplies and/or equipment must be approved by the Executive Director or a Deputy Director after determination of need and available funding.

Staff will also, where/when appropriate, determine lease vs. purchase alternative or any other appropriate analysis to determine the most economical approach to a procurement activity for the agency. Staff may also look at state and/or Federal surplus property prior to purchasing equipment if available.

After the appropriate procurement method has been utilized, staff will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the procurement. Staff will maintain records outlining the method of procurement utilized, selection of the contractor and reasons for that selection, and an analysis of the price or cost determined to be most reasonable and the basis for selection.