



<u>Policy # 17</u>	
<b>SUBJECT:</b>	Procurement Policy
<b>DATE ISSUED:</b>	July 1, 2021
<b>DATE EFFECTIVE:</b>	July 1, 2016

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**PURPOSE:** To provide policy guidance for procurements of goods and services utilizing funds made available through Title 1 of the Workforce Innovation and Opportunities act (WIOA) administered by the WDB-KC.

**REFERENCES:** Section 184 (A)(3)(B) of the Workforce Innovation and Opportunities Act, OMB Circulars, as applicable, and 2 CFR part 200.

**BACKGROUND:** Pursuant to the WIOA, local Workforce Development Boards are required to establish policies to ensure open and competitive procurement of goods and services, excluding those costs of Individual Training Accounts (ITAs). It should also be noted, that in no way is this procurement policy to restrict or eliminate competition from all interested vendors.

**POLICY:** Procurement of goods and services utilizing WIOA funds administered by WIB-KC shall be made by one of the following methods: (a) small purchases, (b) competitive bids, (c) sole source, or (d) RFP process. Careful consideration must be given to ensure any procurement is awarded to a responsible vendor that possesses the ability to perform and provide services under the terms of each contract.

**a) Small Purchases**

Purchases of less than \$2,500 may be made at the discretion of the Executive Director or Finance Manager without competitive quotations, however, a best cost approach should be applied before any purchase is made. The Executive Director or Finance Manager may approve in writing, any purchase less than \$2,500 to vendors, excluding Individual Training Accounts (ITAs).

**b) Competitive Bids**

The Executive Director or Finance Manager must approve all purchases of \$501 to \$999 on the basis of three (3) telephone, email, or internet quotations. All quotations must be kept on file.

The Executive Director or Finance Manager must approve all purchases of \$1,000 to \$4,999 on the basis of three (3) written quotations. All written quotations must be kept on file.



Any purchases of \$5,000 or more require solicitation bids by public notice via legal advertisements within fourteen (14) days preceding the bid deadline and bid opening.

**c) Emergencies**

In event of emergency, bidding process will not be done and we will go to a group of our choosing.

Emergency – The state or federal government **MUST** declare a state of emergency. The file should contain all documentation necessary to substantiate the declared emergency.

**d) Sole Source**

The goods or services are available from a single source. Sole source procurement is discouraged; however, if the following conditions are met, this type of procurement is allowed:

- The item is available from a single source.
- Public emergency when the urgency for the equipment will not permit a delay resulting from competitive solicitation.
- If competition is determined inadequate.

A thorough evaluation of every procurement will be performed by the Executive Director or Finance Manager to determine if the expenditure is budgeted. If funds are available, if the expenditure is allowable, necessary, and meets the requirements of WIOA.

All vendors that receive WIOA funds for training purchased through ITAs must be on the eligible training provider's list, must have acceptable performances set forth by the WDB-KC, and must adhere to all policies established by the WDB-KC.

**ACTION:** The WDB-KC will maintain documentation of procurement related activities. Items purchased using Region III WIOA funds will also be subject to the Property Guidelines (Policy #18).