

WORKFORCE INNOVATION BOARD

**Local Workforce Area 19
Macon & DeWitt Counties**

PROCUREMENT POLICY

January 18, 2018

Introduction

The Workforce Innovation Board (WIB) was established with the purpose to:

1. Provide strategic and operational oversight in collaboration with the required and additional partners and workforce stakeholders to help develop a comprehensive and high-quality workforce-system in the local area and larger planning region;
2. Assist in the achievement of the State's strategic and operational vision and goals as outlined in the Unified State Plan; and
3. Maximize and continue to improve the quality of services, customer satisfaction, and effectiveness of the service provided.

AUTHORITY

The Workforce Innovation and Opportunity Act is the governing law. In addition, the WIB is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR 200, subpart F and the DOL Exceptions at 2 CFR 2900.

PURCHASING/PROCUREMENT/CONTRACTING

Purchasing procedures will follow the requirements listed in 2 CFR 200.317 through 2 CFR 200.326. No purchases will be made for a member's or other individual's personal use. Purchases must be for goods/services which are both necessary and reasonable. The purchases must also not be duplicative.

No member, officer, or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the member, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, members and agents of the WIB may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the financial interest is not substantial or the gift is an unsolicited item of nominal value.

All procurement transactions must be conducted in a manner providing full and open competition consistent with the Uniform Guidance. Procurement will be conducted in a manner that prohibits the use of statutorily or administratively imposed state, local, or

tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.

The following procurement methods will be used:

1. Micro-purchases – If the aggregate dollar amount of the purchase does not exceed the micro-purchase threshold (currently \$3,000), this method may be used. To the extent practicable, micro-purchases will be distributed equitably among qualified suppliers. The purchase may be awarded without soliciting price quotations if the price is considered to be reasonable.
2. Small purchase – If the cost of securing services, supplies, or other property does not exceed the Simplified Acquisition Threshold (currently \$150,000), small purchase procedures may be used. Price or rate quotations must be received from an adequate number of sources.
3. Sealed bids – Bids are solicited and a firm fixed price contract is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitations for bids, is the lowest in price. Bids must be solicited from an adequate number of known suppliers, allowing sufficient response time prior to the date set for opening the bids.
4. Competitive proposals – A fixed price or cost reimbursement type contract is awarded to a responsible firm whose proposal is most advantageous to the WIB. The requests for proposals must be publicized and identify all evaluation factors.
5. Noncompetitive proposals – A proposal from only one source may be used if the conditions in 2 CFR 200.320 are met. Documentation must be maintained.

ONE-STOP OPERATOR (OSO) PROCUREMENT

The WIB must select the OSO through a competitive process, as required by 121(d)(2)(A) of WIOA. The competitive process must be conducted no less than every 4 years. The OSO will be procured according to the following timetable:

July 1, 2018 – June 30, 2022

July 1, 2022 – June 30, 2026

The competitive process will follow the procurement policy above, and include procurement through sealed bids, competitive proposals, or noncompetitive proposals. If certain criteria are met (2 CFR 300.320(f)).

Any proposals/bids received will reviewed by a committee of the WIB. The full Workforce Innovation Board will address all contractual and administrative issues arising out of the procurements, such as protests, appeals and disputes.

Approved by the Workforce Innovation Board for Macon & DeWitt Counties on January 18, 2018:

Signed: Tesa Stephen 01/18/18
Tesa Stephen, Board Chair