



Policy: 15-WIOA-08

Subject: Procurement Policy

Revised Date: March 20, 2018

Effective date: 12/20/2016

Rescissions: Policy 13-01 Procurement Policy

Expiration Date: Continuing

Purpose: To provide guidance to the Grundy Livingston Kankakee Workforce Board and Workforce Board Staff regarding the federal regulations which govern the procurement of goods and services with Workforce Innovation and Opportunity Act (WIOA) funds.

The aim of this procurement policy is to incorporate and comply with federal procurement regulations and policies, specifically Uniform Guidance 2 CFR 200.

Procedure:

Micro-Purchase Procedures:

(a) Micro-purchases are defined as the acquisition of supplies or services with the aggregate dollar amount does not exceed \$3,500. Micro-purchases may be awarded without soliciting competitive quotations if the price to be reasonable.

Small Purchase Procurement Procedures:

(b) Small Purchases are defined as a simple and informal procurement method for securing services, supplies, or other property that does not exceed in the aggregate twenty thousand dollars or less. (\$20,000.00).

1. All small purchases that exceed the three thousand five hundred dollars (\$3,500), but do not exceed twenty thousand dollars (\$20,000), require a minimum of three (3) written, email or telephone quotes, and shall purchase the item(s) based upon the lowest responsive bid received. The written quotes, emails or notes of the telephone quotes will be used as documentation and shall be maintained as a record of the procurement.

Sealed Bids Procurement Procedure

(a) Sealed Bids is defined as bids that are publicly solicited for which a firm-fixed-price contract (lump sum or unit price) or other fixed-price arrangement is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the Invitation for Bids is the lowest price. This method is generally used for purchases

from vendors for commodity-type goods/services that are widely available in the marketplace (e.g. computer equipment, furniture, vehicles).

- (b) Sealed bids can be used for procuring goods/services that exceed twenty thousand dollars (\$20,000).
- (c) The contents of these bids, upon receipt by the solicitor, are sealed. A predetermined time and place must be indicated on the invitation and/or request for bid as to when and where the sealed bids shall be opened. In most cases, the general public shall be invited to witness the opening of the bids, and the review shall be completed by more than one individual to ensure accuracy.
- (d) A fixed-price award will be made to the lowest, responsive, and/or responsible bidder.
- (e) Documentation must include, at a minimum:
 - 1. A copy of the formally advertised bid;
 - 2. The vendors receiving Invitation for Bids by request, and through a qualified bidders list;
 - 3. The publication notice(s);
 - 4. Documentation of all the bids that were received; and
 - 5. A statement on file detailing (if applicable) the reasons for rejecting the lowest bid.

Request for Proposals Procurement Process

- (a) Request for Proposals (RFP) is defined as competitive proposals that are used when there is more than one prospective bidder submitting an offer, the lowest price is not necessarily the determining factor, and either a fixed-price or cost reimbursement type award is made. The competitive method must also meet the generally prescribed standards for “full and open competition”. The bid evaluation factors should focus primarily on, but not exclusively, the proposal’s approach, program design, innovation, coordination, and a thorough knowledge of the regulations and/or standards directly related to the goods and services proposed.
- (b) Request for proposals should be used for procuring goods/services that exceed twenty thousand dollars (\$20,000).
- (c) The CEOs for Local Workforce Area #11 may, at any time, request to the Executive Committee that an RFP be released for any goods or services.
- (d) The decision to release an RFP must be approved at a regularly scheduled meeting of the Executive Committee. If the timeline for release of the RFP warrants, a special meeting of the Executive Committee may be called in accordance with the provisions of the Illinois Open Meetings Act to make such decision.
- (e) Any RFP release must then be approved by the Workforce Board, including the timeline for release, review, and award of contracts.
- (f) The RFP must contain a clear and accurate description of the technical requirements for the material, product or service to be procured, must contain identification of all requirements which the offerors must fulfill, and must contain identification of all other factors to be used in evaluating the bids or proposals.
- (g) A review team of no less than four (4) individuals shall make a recommendation for award of a contract under each RFP.
 - 1. The individuals chosen to serve on the review team must include, at a minimum, one (1) Workforce Board staff member, one (1) Workforce Board member, and one (1) representative of Kankakee County.

- (h) At a minimum, the RFP file must contain:
1. A copy of the solicitation package;
 2. A copy of the public notification must denote the following:
 - i. The name and location of the entity requesting proposals;
 - ii. Location and procedures by which the RFP specifications can be obtained;
 - iii. The date and time not later than which responses must be received by the requesting entity; and
 - iv. The date and time that the responses will be opened.
 3. A bidders' list of which notices of the RFP were mailed.
 4. An agenda and minutes of a bidders' conference, if held;
 5. Written responses to all clarifying questions received outside of the bidders' conference.
 6. A copy of each proposal received.
 7. A Rating and scoring sheets completed in the evaluation process. Evaluation scoring sheets may include:
 - a. Experience of Organization/Technical qualifications
 - b. Effective Program Design
 - c. Ability to serve target population
 - d. Ability to meet program goals
 - e. Necessity and Reasonableness of Budget Items t
 - f. Satisfactorily financial procedures
 8. A documentation of the determination of demonstrated performance
 9. Documentation of the rationale for selection and funding of any proposal that did not receive the highest score/ranking in the evaluation process.
 10. A completed price analysis for each selected bidder, and a cost analysis when required;
 11. A copy of any submitted grievances and the resolution of each.

Noncompetitive (Sole Source) Procurement Procedures

- (a) Noncompetitive proposals (sole source) are those obtained through solicitation of a proposal from only one source, the funding of an unsolicited proposal, or, after solicitation of a number of sources, competition is determined inadequate.
- (b) This method of procurement should be used as a last resort. The use of sole source procurement must be justified and documented.
- (c) Sole Source may only be used when the award of a contract is infeasible under small purchase, sealed bid, or competitive policies and one of the following circumstances applies.
 1. The item or service is available only from a single source;
 2. The public exigency or emergency need for the item or service does not permit a delay
 3. The State authorizes a noncompetitive proposal;
 4. After solicitation of a number of sources, competition is determined inadequate.

One Stop Operator

The Workforce Board must select a One Stop Operator through a competitive process, as required by §121(d)(2)(A) of WIOA. The competitive process must be conducted no less than every four (4) years and will be procured using the request for proposals procurement process.

Price Analysis

Price Analysis is the process of examining and evaluating a price. The sole purpose of a price analysis is to determine if the final price is fair and reasonable.

All procurement in excess of twenty thousand dollars (\$20,000) is required to perform a price analysis. Recommended processes for comparisons are:

1. Comparison of prices of competing offers and selecting best price;
2. Comparison of prior quotes and contracts for the same or similar requirements, taking into account inflation;
3. Comparison of offers to parametric estimates or benchmarks (e.g. dollars per square foot or cost per instructional hour).
4. Comparison of offers to an independent agency estimate