



## **Region 1 Workforce Development Board Policy Letter #5**

**Subject: Procurement Policy**

**Effective Date: July 1, 2016**

**Purpose:** To establish a procurement policy for the purchase of equipment and services using Region 1 Workforce Development Board funds made available through The Workforce Innovation and Opportunity Act of 2014.

**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 Section 195(11) Workforce Innovation and Opportunity Act 2014; 2 CFR Part 200 §200.318-200.326 Procurement Standards are required to ensure an open and competitive procurement process. Procurement procedures shall not restrict or eliminate competition.

**Local Preference Policy:** It is the policy of the Region 1 Workforce Development Board to give preference to qualified vendors/service providers which are located in Region 1, to increase the economic development multiplier effect of Title 1 WIOA funds allocated to this region. Products and services may be solicited from vendors/service providers outside of Region 1 only after it has been documented that quality products or services are not available locally. The required documentation is described below.

**Policy:** Procurement under grants shall be made by one of the following methods as described herein: (A) small purchases under \$5,000.00 (B) purchases in excess of \$5,000.00 (C) Purchases in excess of \$100,000.00 (Competitive Bid Process) (D) Sole Source Proposals.

Procurements under \$5,000.00 are considered small purchases and may be procured without soliciting written competitive quotations, but comparative shopping is required. Purchases in excess of \$5,000.00 require written quotations from at least three (3) vendors. Purchases in excess of \$100,000.00 require competitive proposals from at least three (3) responsible vendors and a sealed bid process shall be utilized. However, for procurements for non-participant service items, WDB staff may generate the request as opposed to a WDB committee being responsible for the first step of developing the parameters. All other requirements remain the same.

Documentation will be included in the procurement file to support the decisions made with reasons why each action was taken. In limited circumstances, sole source procurements may be employed as described in the next paragraph.

**Sole Source Procurements:** As a general rule all procurements where there is only one (1) distributor for merchandise needed and no other product meets the stated needs or specifications, quotations are not necessary. The single source procurement may be used under the following conditions:

1. Based on past experience, the WDB staff has determined that there is only one vendor who can perform the tasks needed and this fact has been documented in the procurement file citing the reasons for such action. Justification may include unique experience with Region 1 WDB systems or data is required and it would be prohibitively expensive to bring in a new vendor to learn the systems. The Executive Committee must formally approve all actions falling in this category through a recorded vote. The reasons for the action will be included in the Executive Committee minutes.
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 R1WDB.

Service Providers awarded WIOA funds through the RFP Process must follow the intent of this Procurement Policy; however, successful Grantees and Sub-Contractors will not be required to use the RFP Process to expend awarded funds. Property purchased with WIOA funds must be accounted for on an annual basis and will revert to ownership of the Region 1 Workforce Development Board/WORK4WV Region 1, Inc. if the grantee fails to complete its contract for services.

**Expiration Date:** Effective until rescinded or modified by Region 1 Workforce Development Board.

<b>Approved:</b>	<b>August 4, 2016</b>	<b>Executive Committee</b>
	<b>August 18, 2016</b>	<b>Region 1 Workforce Development Board</b>
	<b>August 24, 2016</b>	<b>LEO Board</b>