

## SECTION 2.00 PROCUREMENT PROCEDURES

### 2.01: SCOPE

This section provides general information and procedures for procurement of supplies and other expendable property, equipment, and services. It identifies who is authorized to make purchases and who is the authorized signatory for what types of goods/services and in what dollar amount. It also specifies and describes the forms of procurement that are allowable and the appropriate condition for use of each. The procurement selection history that will be recorded and what records will be maintained is also included.

### 2.02: FORMS

Request for payments made to the Nevadaworks Finance Manager **will not be processed** without the required forms.

1. **Purchase Order:** A Nevadaworks Purchase Order (form NW-02) must be completed prior to the purchase of all goods or services. Items that do not require a purchase order are monthly utility/phone bills, leases and contract services. Purchase orders must be approved by the CEO or the Finance Manager. An estimate, order form or any other backup data should be included with the purchase order. A payment total of \$1500.00 or more to the CEO of Nevadaworks must be approved by a Board Member.
2. **Travel Advance:** A Nevadaworks Purchase Order (form NW-02) must be completed to request monies for travel expenses. A travel advance shall be authorized for travel of more than 24 hours duration, calculated at the standard per diem rates plus expenses, when itemized.
3. **Travel Claim Form:** A Travel Claim (form NW-04) must be completed to request reimbursements of travel expenses and signed by both the staff and his/her immediate supervisor. The appropriate supporting receipts must also accompany the travel claim. A payment total of \$1500.00 or more to the CEO of Nevadaworks must be approved by a Board Member.
4. **Request for Quote Form:** A Request for Quote Form (form NW-05) is to be completed as documentation when a price analysis is required. Methods of price analysis are verbal quote, written quote, verification of catalog price, or other reasonable means.
5. **Credit Card(s):** A single, monthly Nevadaworks Purchase Order (form NW-02) must be completed for purchases made with a Nevadaworks Business Credit Card. Credit card(s) are to be issued to the CEO and any other staff that the CEO approves. The appropriate supporting receipts must be turned into the Finance Department for each charge.

### 2.03: PURCHASE REQUIREMENTS

1. **Completion of Appropriate Forms:** Purchase Orders and Travel Claims will be directed to the Finance Department.
2. **Invoice from Vendor:** All vendor invoices and statements will be directed to the Finance Manager for

processing, verification, and payment.

3. Vendor Information - All vendors are required to complete a W-9 form. Vendors must provide: Complete name and billing address, type of organization, and any additional billing information necessary to process payment.

#### **2.04: PURCHASES UNDER \$3000**

Purchases for amounts under \$3000 are approved with a Nevadaworks Purchase Order (NW-02) with the appropriate authorized signatures.

#### **2.05: PURCHASES OF \$3000 - \$150,000 — (Small Purchase)**

Purchases for amounts of \$3000 - \$150,000 are to be approved by the Chief Executive Officer or the Finance Manager. In addition to a Nevadaworks Purchase Order (NW-02), a Request for Quote Form (NW-05) comparing costs from three vendors is required. One purchase cannot be split into several purchases in order to use small purchase policies/procedures instead of other procurement policies/procedures. These policies/procedures can be used where the “per transaction” value of the procurement is \$150,000 or less. “Per transaction” is a single solicitation for a single item, group of related items, or a specified service. For commodity goods/services, the basis for selection is normally the lowest bid. However, qualifications of the vendor, availability of the goods or services, quality, and location are some additional factors that could influence the procurement. The document must contain the basis for vendor selection and, if the basis is something other than price, it must be noted on the Request for Quote Form.

#### **2.06: PURCHASES OVER \$150,000**

Purchases for amounts over \$150,000 will be evaluated by the CEO for the appropriate procurement method.

#### **2.07: PAYMENT FOR PURCHASES OVER \$50,000**

Checks over \$50,000 require signatures from both the CEO and one other authorized signatory with the exception of payments for contracted programs.

#### **2.08: PROCUREMENT METHODS**

- I. Competitive Proposals (Request for Proposals): The competitive proposal process is used when there is more than one prospective bidder, the lowest price is not necessarily the determining factor for award, and either a fixed-price or cost-reimbursement agreement will be awarded.
  - a) This method is generally used when the nature of the goods/services to be acquired cannot be defined at the level of completeness and precision required by the Sealed Bid method; and

specifically, when factors other than price are important in the selection decision. The most common instrument for procuring these types of services is the Request for Proposal (RFP).

- b) The procedures for the RFP process must be followed as stated in the WIOA State Compliance Policies, Section 3.9 – Procurement.
2. Sealed Bids: Under sealed procedures, bids are publicly solicited from at least three known suppliers, and the procurement is awarded to the lowest bidder, resulting in a firm-fixed price (lump sum or unit price) contract. This method is generally used for purchases from vendors for commodity-type goods/services, which are widely available in the market place.
    - a.) The procedures for the Sealed Bid process must be followed as stated in the WIOA State Compliance Policies, Section 3.9.
  3. Noncompetitive Procurement (Sole Source): This method is the solicitation of a proposal from a single source. When after solicitation of more than one source, competition is determined inadequate to fulfill the requirements of Nevadaworks. The procedures for the Noncompetitive Procurement (Sole Source) process must be followed as stated in the WIOA State Compliance Policies, Section 3.9 – Procurement.

## **2.09: SERVICE CONTRACTS AND BUILDING AND EQUIPMENT LEASES**

1. All Service Contracts/Building and Equipment Leases are to be submitted to the CEO or Finance Manager for evaluation and approval.
2. Justification of cost, price comparison, and competitive bids will be required as deemed necessary.
3. All contracts will include but are not limited to:
  - a) Complete description of the product/services or leased property to be provided.
  - b) Vendor Name, W-9 form, vendor address and necessary billing information.
  - c) Duration of contract
  - d) Contract cancellation methods
  - e) Payment methods and frequency
  - f) Vendor liability insurance requirements
  - g) General Assurances