

<b>Area:</b>	Fiscal Systems
<b>Subject:</b>	FS01 – Procurement
<b>Reference:</b>	45 CFR Part 92.36
<b>Policy:</b>	When procuring property and services under a grant, a State will follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will ensure that every purchase order or other contract includes any clauses required by Federal statutes and executive orders and their implementing regulations.

**Procedure:**

1. The data department supports all departments within the Child and Family Services (CFS) Division and acts as the liaison between the CFS Division and the Stanislaus County Office of Education, Business Services.
2. The CFS Division Administrator set purchasing authority level limitations for appropriate personnel in order to achieve program objectives.
3. All procurement – the purchase of goods or services – must be necessary for and fulfill the needs of the program, and adhere to 45 CFR Part 92.36 and comply with cost principals outlined in OMB Circular A-87, and the Stanislaus County Department of Education Code of Conduct.
4. Items less than \$5,000 – Purchase Order System
  - a. The purchase agent will, in response to a written requisition from the CFS Division, seek to obtain goods of quality at the most reasonable cost through telephonic bids, comparison, or catalog shopping. Whenever possible, given storage space and use for current funding period, quantity purchasing will be used to achieve maximum savings.
  - b. A purchase order (PO) is prepared at time of order for items requested. Cost and price analysis information is written on each PO which will specify: method used to determine cost reasonableness, program fund for which the purchase is made, and expense account to which the purchase will be charged (allowability and allocability).
  - c. Upon delivery, the Accounts payable department match sales tags, invoices and packing slips to purchase orders and post to the financial system for payment.
5. Items \$5,000 to \$59,599
  - a. These items must have at least three written quotes, if possible, and approval of the Division Administrator.
  - b. The quotes will be documented.
  - c. Noncompetitive proposals may be used if the item is available only from a single source.
  - d. If the item is equipment over \$5,000 per unit, the Funding agency must additionally give written approval prior to purchase.
6. Items \$59,600 or more require a formal bid process. The Business Office will administer the bid process.
7. All Public Works Projects over \$15,000 require a formal bid process. The Facilities Office will administer the bid process.
  - a. Public project means construction, reconstruction, alteration, renovation, improvement, demolition or repair work involving any publicly owned, leased,

- or operated facility. This includes painting or repainting.
- b. The program may call for a designated material, product, or service by specific brand or trade name. In this case the specification will list at least two brands or trade names of comparable quality or utility and will be followed by the words "or equal" except where the product is designated to match others in use on a particular public improvement either completed or in the course of completion.
  - c. All renovation projects require prior Head Start Regional Office written approval.
8. Lease/Contracts System
- a. Construction projects \$1,000 or more require a contract with provisions for compliance with the Davis-Bacon Act, and the Equal Employment Opportunity Act.
  - b. Services of non-employee independent contractors and facility lease also require contracts. All are procured through sealed bids, Request for Proposals (RFP), and non-competitive negotiation in the case of facility leases or sole source providers.
    - i. Contracts and leases are prepared outlining services to be provided, basis for payment, and method of payment; and shall contain the provisions described in Part 92.36; and shall be signed by the Division Administrator.
    - ii. The data department staff monitor compliance with contract terms, Program and Data Director provide authorization for payment.

**Supervised by:** Division Administrator & Superintendents Office

**Performed by:** Purchasing and Data Department

**Forms needed:**

**Frequency:** On-going