

The Right Door for Hope, Recovery and Wellness

Chapter Title Fiscal Resources	Chapter # F		Subject # 250.1
Subject Title <b>Expenditure Authority Procurement Procedure</b>	Adopted 12/15/99	Last Revised 5/29/18	Reviewed 3/15/05; 1/3/06; 10/5/06;10/26/07; 4/23/10;2/1/12; 2/24/14;10/1/14; 4/7/17; 2/1/18; 5/29/18

**PROCEDURE**

**Application**

This procedure shall apply to The Right Door for Hope, Recovery and Wellness.

**1.0 Intent**

In accordance with 2 CFR 200, Uniform Grant Guidance (UGG), proper approval has been obtained and the proper process has been followed prior to the establishment of a purchase order or contract to purchase. The Right Door Procedures have been drafted with consideration of the UGG requirements and may be equally or more restrictive than the UGG requirements.

**2.0 Procurement Methodologies as outlined in 2 CFR 200**

2 CFR 200.320 outlines the following procurement methodologies and guidelines:

- Micro-Purchases (up to \$3000)
  - No Quotations Required for purchase
- Small Purchases (\$3,001-\$150,000)
  - Rate Quotations Required.
- Sealed Bids (>\$150,000)
  - Construction Projects
- Competitive Proposals (>\$150,000)
  - Fixed Price or Cost Reimbursement
  - RFP with Evaluation Methods
- Sole Source
  - Emergency Need
  - Single Source, Inadequate Competition

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**3.0 Board Approval and Special Contracting Considerations**

- 3.1 A proposed contract listing must be brought before The Right Door for Hope, Recovery and Wellness Board with the exception of contracts with a total cost of \$20,000 or less.
- 3.2 Equipment purchases in excess of \$20,000 and a component of the approved operating plan must be brought before The Right Door for Hope, Recovery and Wellness Board. Equipment purchases less than \$20,000 and a component of the approved operating plan do not need Board approval.
- 3.3 Expenditures outside of the approved annual operating budget must be brought before The Right Door for Hope, Recovery and Wellness Board with supporting detail and summary of price comparisons.
- 3.4 Individual items in excess of \$10,000 must be competitively bid or have multiple rate quotes.
- 3.5 Purchases over \$150,000 must follow the either the Sealed Bid or Competitive Proposal process. A Cost/Price Analysis will be performed by the CEO and CFO on purchases over \$150,000.
- 3.6 Sole Source agreements may be used in the event of a single supplier or inadequate competition. Documentation to support this methodology must be maintained.
- 3.7 The Right Door Staff must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to

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satisfy its intended use. Detailed product specifications should be avoided if at all possible

**3.8 Specific Contract Requirements below are mandatory per 2 CFR 200.326**

- 3.8.1 Contracts over \$150,000 must address administrative, contractual or legal remedies.
- 3.8.2 Contracts over \$10,000 must address termination for cause.
- 3.8.3 Federally assisted construction contracts must address equal opportunity.
- 3.8.4 Davis-Bacon Act, for all construction contracts over \$2,000.
- 3.8.5 Contracts over \$100,000 - work hours and safety standards.
- 3.8.6 Rights to inventions made under a contract or agreement.
- 3.8.7 Contracts over \$150,000 must address Clean Air Act.
- 3.8.8 Contracts over \$25,000 - debarment and suspension.
- 3.8.9 Contracts over \$100,000 - Byrd Anti-Lobbying Amendment.

**4.0 Procurement**

- 4.1 All proposed contracts shall follow procurement guidelines for obtaining rate quotes to obtain best price, unless allowable exceptions exist.
- 4.2 To the extent possible procurement will be conducted in a manner providing full and open competition as required in 2 CFR 200.319.
- 4.3 All minor equipment purchases shall follow procurement guidelines to obtain at least two quotes for purposes of obtaining best price.
- 4.4 The Right Door must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or

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proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

- 4.5 The Right Door must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the The Right Door must not preclude potential bidders from qualifying during the solicitation period.
- 4.6 In accordance with 2 C.F.R. §200.18(c)(1), The Right Door maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts:
  - 4.6.1 No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, 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 indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
  - 4.6.2 The officers, employees, and agents of The Right Door may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- 4.7 Vendor Selection

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4.7.1 Responsible vendors will be selected taking into consideration references, integrity, experience, price and past performance,

4.7.2

**5.0 Basic Purchasing Process (Purchase Method)**

**Purchase Order:**

The purchase Order (PO) initiates the procurement cycle. The receipt of a PO with the necessary information and required signatures gives the authority for each specific purchase. A purchase order (PO) will not be executed unless proper signatures are obtained and the PO is authorized by the CEO. Purchase Orders should be prepared far enough in advance of the date that goods will be used to secure competitive prices and for the vendor to make delivery.

**Purchase Order Process:**

1. All purchases whether for single or multiple items, of \$50.00 or more will require a PO.
2. Purchase Orders require final approval based on authorized spending authority limits.
  - a. Up to \$20,000, CEO Approval
  - b. Greater than \$20,000, Board of Director Approval
3. A PO shall include all of the following information:
  - a. Date: Date PO is prepared
  - b. Quantity: The quantity requested should clearly identify measurable units such as pieces, sheets, pounds, gallons, feet, etc.
  - c. Stock Number (if known) for any suggested supplier

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- d. Description: Description should be complete and detailed. Specifications should be written so that no guesswork is required.
  - e. Unit Price: List the unit price or an estimated unit price.
  - f. Charge: List program to be charged. If more than one program is to be charged indicate percentage to be charged to each program.
  - g. Date Required: Always give a definite date.
  - h. Useful Information: The requestor should include on or attach to the PO any information that will assist in making the best possible buy on the needed supplies or services including previously obtained price/rate quotes, bids, and when applicable, cost/price analysis.
4. All the following signatures are required on all purchase orders:
- a. The Requestor
  - b. The Supervisor of the Requestor
  - c. The CEO or CEO's Designee
    - i. As consideration for approval, the CEO or CFO will determine allowability of the expenditure as described in section 11 of this procedure.
5. The Fiscal Department assigns a purchase Order number after CEO / CEO Designee approval of the PO.
6. The PO will be a numbered form. After the purchase order is executed, it will be issued as follows:
- a. Original – mailed, faxed, or delivered to vendor.
  - b. Copy – to numerical file (Administrative Assistant)
  - c. Copy – to alphabetical file (Accounts Payable) with original PR attached to be matched with invoice.
  - d. A duplicate copy of the purchase order will be distributed to the requesting department and/or point of delivery to be used as a receiving report.

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7. Purchase order log -A log will be maintained by the Fiscal Department that will show the following:
  - a. PO number
  - b. Date PO issued
  - c. Vendor
  - d. Total dollar amount of PO
  - e. Using department or program

a.

**7.0 Petty Cash Fund Purchasing:**

A Petty Cash Fund is maintained in the Fiscal Department to be used to purchase small incidental items (under \$25.00) needed immediately.

- 7.1 A purchase using petty cash does not require a PO.
- 7.2 Employees requesting reimbursement from petty cash must fill out a request for petty cash form, attach receipts to the form and have their Program Supervisor approve the expenditure.
- 7.3 The petty cash fund may not be used to reimburse employee business expenses.

**8.0 Charge Account Purchases:**

Charge account purchase agreements will be established with various local vendors to expedite procurement of frequently needed low dollar value items under \$50.00). When charging supplies, the authorized employee receiving the material must sign the vendor's invoice. The employee making the purchase will forward these signed invoices to the Accounting Office daily. The Accounting Office must have all signed invoices to verify the accuracy of the vendor's bills.

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**9.0 Credit Card Purchases:**

The CEO or CEO Designee can facilitate the use of the agency credit card.

- 9.1 Individuals who have been authorized to use the credit card will be required to sign for the card in the Fiscal Office.
- 9.2 Detailed credit card receipt must accompany the return of the card to the Fiscal Office.
- 9.3 The Chairperson of the Board shall review and initial all CEO charge card purchases on a monthly basis, the CEO shall review and initial all CFO charge card purchases, and the CFO shall review and initial all other charge card purchases.
- 9.4 Credit Cards shall not be used to circumvent PO's or the intent of this policy.
- 9.5 The CEO must authorize the use of the agency credit card by a Board member.

**10. Receipt and Inspection:**

The ordering department and/or individual shall ultimately be responsible for the receipt, inspection, and acceptance of incoming supplies and equipment. Receiving procedures are as follows:

- 10.1 When any or all items on the PO have been received, inspected, and accepted, the Receiving Report shall be completed indicating quantity received, date received, and signature of person receiving items.
- 10.2 The receiving report along with any invoices and packing slips shall be forwarded to the Fiscal Office (A/P).

**11. Allowability:**

As part of the overall approval process the CEO or CFO will consider the allowability of the expenditures under the Federal Award based on 2 CFR 200 Subpart E criteria.



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To be considered allowable under the Federal Award, costs must be:

- Necessary and Reasonable
- Allocable to the federal Award
- Consistent with Policies and Procedures
- Receive consistent treatment
- Be adequately documented
- Be in accordance with GAAP
- Not included as a match to a cost share
- Be net of applicable credits
- Not be explicitly unallowable per 2 CFR 200.420-200.475

**12. Documentation and Record Keeping:**

Records for vendor selection for all non-micro-purchases shall be kept containing at minimum:

- Rationale for the Procurement Method
- Rationale for Selection of Vendor/Contractor
- Price Considerations

Micro-purchase documentation, if applicable, will be filed with the PO.

Kerry L Possehn, Chief Executive Officer	Date		