

## **Purchasing**

### ***Policy***

It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to establish procedures for purchasing goods in a manner that is most advantageous to the operations of CFBHN and that complies with respective guidelines, as appropriate. For purposes of this policy, procurement is defined as the acquisition of goods by CFBHN in exchange for money.

### ***Purpose***

The purpose of this policy is to establish guidelines for the process of goods and services for CFBHN.

### ***Procedure***

1. Conflict of Interest
  - A. It is the policy of CFBHN that officers, employees or agents neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors or potential contractors/vendors.
  - B. No employee, officer or agent of CFBHN shall participate in the selection, award or administration of a contract with a vendor when, to his or her knowledge, any of the following has a financial interest in the purchase or contract.
    - 1) The employee, officer or agent;
    - 2) Any member of his/her immediate family;
    - 3) A potential vendor in which any of the above is an officer, director or employee, or in which he/she has financial interest; or
    - 4) A prospective employment.
  - C. If the standards presented herein are violated, appropriate disciplinary action is taken. If the Chief Executive Officer (CEO) or a member of the Board violates this policy, the Board of Directors will take appropriate disciplinary action.
2. Purchase orders are awarded to the vendor whose bid, terms or proposal is most responsive to CFBHN's solicitation, and the most advantageous for the organization. CFBHN is prohibited from transacting business with anyone convicted of a public entity crime, or is debarred or suspended from receiving Federal funding.
3. Solicitations for goods are based upon a clear and accurate description of the technical requirement for the material or product being procured. Solicitations clearly set forth all requirements that the potential contractor must fulfill in order for the bid, terms or proposal to be evaluated. Any and all bids, terms or proposals may be rejected if it is in CFBHN's best interest to do so.
4. Positive efforts are made to utilize small, minority and women-owned businesses, when feasible. If two equal responses to a solicitation or a request for quote are received, and one response is from a certified minority business enterprise, CFBHN shall enter into a contract with the certified minority business enterprise. Commodities manufactured, grown, or produced in state of Florida also are given preference. When two or more competitive, sealed bids are received, and all things stated in the bids are equal with respect to price, quality, and service, the one (or more) which relates to commodities manufactured, grown, or produced within the state shall be given preference.

**Purchasing** (continued)

5. CFBHN shall avoid the purchase of unnecessary or duplicate items. When appropriate, an analysis is made of lease or purchase alternatives, and the most practical alternative is selected.
6. CFBHN attempts to purchase supplies and materials that are made from or contain recycled materials. If the items to be purchased contain recycled material, are of equal or better quality than items that do not contain recycled materials, and the price of equal or better, CFBHN purchases the recycled items.
7. The procedures that follow apply to purchase requests. No requestor may approve their own request.
  - A. Micro Purchases (Less than \$10,000)
    - 1) Micro purchases include supplies or services under \$10,000.
    - 2) Employees need to complete the attached checklist for purchases over \$1,000
  - B. Purchases from \$10,000 to \$250,000
    - 1) Purchases of this type are made using, at a minimum, three written quotations or written records of telephone quotes, whenever practical.
      - a) If verbal quotations are received, the name and address of the company and the amount quoted shall be a part of the written documentation.
      - b) If less than three quotations are received, a written statement as to why more quotations were not received must be prepared and attached to the procurement document.
    - a) If the purchase is related to information technology (equipment, software consultant and software), the purchase must be reviewed & approved to the Information Systems (IS) Department and the CFO.
    - b) Capital Purchases funded by the Department of Children & Families (DCF) and over the \$5,000 capital threshold must be approved by the Regional Contract Manager.
  - 2) Once the purchase is approved, the requestor should forward the information to the Facilities Manager/Administrative Assistant who processes the purchase order with appropriate signatures from the CFO, COO or CEO.
- C. Purchases above \$251,000
  - 1) Purchases of this type are made by one of the following methods:
    - a) Single Source: procurement is defined as the purchase of a contractual service or commodity that is available from only one vendor. The justification of Single Source procurement must be thorough and complete. Simply stating that there would be an adverse impact on clients is not an adequate justification for Single Source procurement. Examples of conditions under which purchases may be processed as Single Source procurements include, but are not limited to: The item or service is available from only one source within a geographic area; the item or service is protected by patents or copyright; or a court or federal entity has specified the source.
    - b) Emergency Procurement & Other types of Procurements: See the *Competitive Procurement Process and Distribution of Funding* policy.

**Purchasing** (continued)

- D. Construction or repair contracts in excess of \$2,000 shall be reviewed by the CFO to ensure all the requirements of 2 CFR part 200 Uniform Administrative Requirements, Cost Principles (Davis-Bacon ACT).
  - E. Documentation Security: All documentation applying to the procurement process will be maintained for minimal of six years. If the documentation is electronically scanned, it will be sequentially numbered and stored as a read-only file.
8. It is the responsibility of the Director and/or Manager of the department that initiates the request to ensure that contracted vendors comply with all terms, conditions, and specifications of the contract/purchase order, and ensure adequate and timely follow-ups related to the purchase,, as necessary

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