

## **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.

### ***Purpose***

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

### ***Procedure***

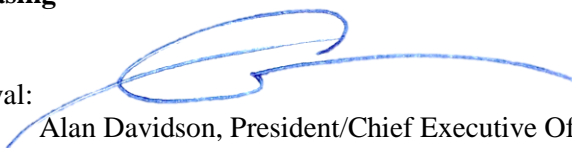
1. Conflict of Interest
  - A. It is the policy of CFBHN that officers, employees, or agents neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors or potential contractors/vendors.
  - B. No employee, officer, or agent of CFBHN shall participate in the 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 a financial interest; or
    - 4) A prospective employment.
  - C. If the standards presented herein are violated, appropriate disciplinary action is taken. If the President/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/agreements 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 purchase order or agreement with the certified minority business enterprise. Commodities manufactured, grown, or produced in the 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 is 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. 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.
  - B. 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.
  - C. Purchases from \$10,000 to \$250,000
    - 1) Purchases of this type are made using, at a minimum, three written quotes or written records of telephone quotes, whenever practical.
      - a) If verbal quotes 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 quotes are received, a written statement as to why more quotes were not received must be prepared and attached to the procurement document.
      - c) If the purchase is related to information technology (IT), including equipment, consulting services and/or software, the purchase must be reviewed by the Information Systems (IT) Department and, Lightwave. The purchase is formally approved by the Chief Operating Officer (COO), and the Chief Financial Officer (CFO).
    - 2) Once the purchase is approved, the requestor should forward the information to the Facilities Manager/Executive Assistant who processes the purchase order with appropriate signatures from the CFO, COO or President/CEO or Director of Contracts for Purchase Agreements.
  - D. 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. 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 *General Procurement 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).
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.

<p><b>Purchasing</b></p> <p>Approval:  Alan Davidson, President/Chief Executive Officer</p>	<p>Date Issued: <u>11/01/2002</u></p> <p>Last Revision: <u>08/18/2023</u></p> <p>Review Date: <u>08/18/2023</u></p>
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**Purchasing** (continued)

**CHECKLIST FOR PURCHASES OVER \$1000**

Date:		Requesting Employee:	
Type of Purchase:		Amount of Purchase: \$	
Purpose of Purchase:			
Cost Analysis Is this purchase and expense:	Allowable?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Reasonable?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Necessary?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	Approved by Funder?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Please explain all NO responses:			
Purchase Type:	<input type="checkbox"/> Contract	<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Purchase Agreement
<input type="checkbox"/> CFBHN Budget. List budget line item to be used for this purchase (i.e. salaries, benefits, supplies, and subcontract).			
What funds/OCA will be used for this request?			
Will 100% of the purchase be charged to the OCA?			
<input type="checkbox"/> YES			
<input type="checkbox"/> NO. Please explain:			

**Minority & Women Owned Businesses**

<p>Employees must make good faith efforts to secure vendors who are certified as minority or women owned small businesses. Documentation shall include evidence that qualified minority and women’s businesses have been reviewed/solicited for subcontracting work and/or supplies. Please use the links below, or a similar resource, to search minority and women owned small business directories.</p> <p><a href="http://www.thesupplierclearinghouse.com/">http://www.thesupplierclearinghouse.com/</a>                      <a href="https://osd.dms.myflorida.com/directories">https://osd.dms.myflorida.com/directories</a></p> <p><a href="https://hillsboroughcounty.diversitycompliance.com/">https://hillsboroughcounty.diversitycompliance.com/</a></p>
Please list options explored:
Is the selected vendor a minority or women owned small business?
<input type="checkbox"/> YES
<input type="checkbox"/> NO. Please explain:

**Price Quotes**

All purchases \$1,000 and over require price quotes from 3 vendors. Did you obtain (and print) 3 quotes?	
<input type="checkbox"/> YES	
<input type="checkbox"/> NO. Please explain:	

**Selected Vendor Information**

Vendor Name:			
Current W-9 form obtained?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> ON FILE
Vendor Status	<input type="checkbox"/> For Profit		<input type="checkbox"/> Non-Profit
If a for-profit vendor was selected, please explain why a non-profit vendor was not selected.			
Does CFBHN currently have an account with this vendor? Please verify by inquiring with staff via CFBHNALL email.	<input type="checkbox"/> YES		<input type="checkbox"/> NO
<p><b>SAM Database Check.</b> All vendors must be Verified the provider on SAM database: (Use the <a href="http://www.sam.gov">www.sam.gov</a> website. Click 'SEARCH RECORDS' from the menu at the top. Run a Quick Search for each vendor on the attached list. Print the search results for each vendor. When printing, the page should be formatted to print one page automatically, and the header should include the current/print date).</p> <p>SAM Database check completed and printed?</p> <input type="checkbox"/> YES <input type="checkbox"/> NO. Please explain:			
<p>Are there any potential conflicts of interest with the vendor, company or its employees (i.e. personal relationships, or incentives to be gained)?</p> <input type="checkbox"/> NO <input type="checkbox"/> YES. Please explain:			

**Lease Options**

Is this a lease?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Was there an option to lease? Was leasing considered? Please explain:		

**Authorizations**

<b>Employee Signature:</b>	<b>Date:</b>
<b>Contract Director Signature:</b>	<b>Date:</b>
<b>Finance Signature:</b>	<b>Date:</b>

**For Contracts Department:**

<p>If the contract is in excess of \$10,000, does it address termination for cause by the non-Federal entity including the manner by which it will be effected and the basis for settlement? In other words, is there something that describes what happens if the other party materially breaches their agreement?</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>If greater than \$10,000 in Federal Funds, the contractor must comply with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375 and others, and as supplemented in Department of Labor regulation 41 CFR, Part 60 if applicable.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>If greater than \$30,000 in Federal Funds, the contractor must complete and sign the FFATA Certification of Executive Compensation Reporting Requirements form.</p> <p>The contractor will complete and sign the FFATA Certification of Executive Compensation Reporting Requirements form (CF 1111 or successor) if this Contract includes \$30,000 or more in Federal Funds (as determined over its entire term). The contractor shall also report the total compensation of its five most highly paid executives if it also receives in excess of 80% of its annual gross revenues from Federal Funds and receives more than \$25 million in total federal funding.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>If greater than \$100,000, is there an anti-lobbying clause included?</p> <p>This should say something to the effect of: ANTI-LOBBYING. Pursuant to public law, contract funds shall not be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the Congress or any State legislature, except in presentation to the Congress or any State legislature itself. Contract funds shall not be used to pay salary or expenses of the contractor or any agent acting for the contractor, related to any activity designed to influence legislation or appropriations pending before the Congress or any State legislature.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>If greater than \$150,000 of Federal Funds, is there a Clean Water Act clause inserted?</p> <p>This should say something to the effect of: The contractor shall comply with all applicable standards, orders, or regulations issued under section 306 of the Clean Air Act, as amended (42 U.S.C. § 7401 et seq.), section 508 of the Federal Water Pollution Control Act, as amended (33 U.S.C. § 1251 et seq.), Executive Order 11738, as amended and where applicable, and Environmental Protection Agency regulations (2 CFR, Part 1500). The contractor shall report any violations of the above to the Department.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>If greater than \$150,000, are there any terms for legal remedies if the contractor breaches? Please see contracts to discuss this provision if your agreement is greater than \$150,000.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

**POLICIES & PROCEDURES**

<p>If this Contract provides services to children up to age 18, the Provider shall comply with the Pro-Children Act of 1994 (20 U.S.C. § 6081). Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation or the imposition of an administrative compliance order on the responsible entity, or both.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>
<p><b>Civil Rights Requirements.</b> These requirements shall apply to the Provider and all contractors, subcontractors, sub grantees or others with whom it arranges to provide services or benefits to clients or employees in connection with its programs and activities.</p> <p>The Provider shall comply with the provisions In accordance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, or the Florida Civil Rights Act of 1992, as applicable the Provider shall not discriminate against any employee (or applicant for employment) in the performance of this Contract because of race, color, religion, sex, national origin, disability, age, or marital status.</p> <p>The Provider shall not discriminate against any applicant, client, or employee in service delivery or benefits in connection with any of its programs and activities in accordance with 45 CFR, Parts 80, 83, 84, 90, and 91, Title VI of the Civil Rights Act of 1964, or the Florida Civil Rights Act of 1992, as applicable and CFOP 60-16.</p> <p>If employing fifteen or more employees, the Provider shall complete the Civil Rights Compliance Checklist, CF Form 946 within thirty (30) days of execution of this Contract and annually thereafter in accordance with CFOP 60-16 and 45 CFR, Part 80.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>
<p>Does this purchase need to be billed through CAFÉ or will a hard copy invoice need to be submitted?</p>	<p><input type="checkbox"/> CAFÉ <input type="checkbox"/> Hard copy invoice</p>
<p>Are Federal Funds being used for this purchase? If yes, complete Federal Sub recipient and Vendor Determination Checklist.</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>Complete Florida Single Audit Act Checklist for Non-state Organizations - Recipient/Sub recipient vs. Vendor Determination (Checklist).</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>