

**CONSOLIDATED FIRE AGENCIES
POLICIES OF THE BOARD OF DIRECTORS**

POLICY: **BP 4.004**

TITLE: **Purchasing Procedures/Procurement**

ADOPTED: **[4.29.2021]**

REVISED: **[4.21.2022]**

PROCUREMENT BIDDING THRESHOLDS

Procedure Type	Proposed
Open Market	Up to \$25,000
Informal Solicitation (Request for Quote (“RFQ”))	\$25,001 – up to \$50,000 (Commodities and Non-Professional Services only)
Formal Solicitation (Request for Bid (“RFB”) or Proposal (“RFP”))	\$50,001 and over (Commodities and Non-Professional Services only)
Professional Services Solicitation	Open Market – up to \$100,000 Formal Solicitation - \$100,001 and over
Special Services – Private Ambulance Service	Formal Solicitation – any amount
Public Works Bidding	Informal Solicitation – up to \$45,000 CUPCCA Formal Solicitation - \$175,000 and over

Open Market up to \$25,000 – To be utilized for one-time procurement of a commodity from a vendor or a series of procurements from one vendor up to \$25,000. Should a procurement or series of procurements breach the \$25,000 with one vendor a solicitation process will be required.

Informal Solicitations (RFQ) \$25,001 up to \$50,000 – This dollar threshold is per vendor on an annual basis. A formal solicitation would be required for anything above \$50,000.

Formal Solicitations (RFB or RFP) (Commodities or Non-Professional Services) \$50,001 and over – \$50,001 and over requires the Director’s approval Up to \$100,000 at his discretion with the oversight of the Administrative Committee’s direction. Anything over \$100,000 requires the Administrative Committee’s approval up to the one month’s budget total for current Budget Year in accordance to the Reserve Fund Policy.

Should a Professional Services Agreement (“PSA”) be included as a part of the solicitation, the threshold amount considered for approval is the total contract amount over the term of the contract, not the amount for one year.

As an example, a PSA compensation amount for \$40,000 per year for a term of seven years, the total contract amount is \$280,000 and requires Administrative Committee approval.

Professional Services Solicitation, Open Market Up to \$100,000 – To be utilized for onetime projects that are for a one-year term that equal \$100,000 or less. Can be utilized for an amount that does not exceed \$100,000 across term of a multiyear contract. Cannot be for a \$100,000 project with a PSA term of more than one year or with options to renew.

Professional Services \$100,001 and over, Special Services – Private Ambulance Service any amount, Formal Solicitation (RFP) – Requires Administrative Committee approval up to the one month’s budget total for current Budget Year in accordance with the Reserve Fund Policy.

PROCUREMENT TYPES & PROCEDURES

A. OPEN MARKET- UP TO \$25,000

Open Market procurements are non-competitive in nature. These types of Procurement activities are typically based on vendor qualifications, requesting department research or previous knowledge base regarding the awarded vendor. While Open Market procurements are noncompetitive, comparative shopping on common commodities is strongly advised to get the best price. Up to \$25,000 is per vendor on an annual basis. The Staff Analyst II is always available to assist staff with the solicitation process to make sure the department is within the range of open market procedures.

UP TO \$5,000:

- Procurements up to \$5,000 do not require a Purchase Order,
- Staff may utilize vendor of choice,
- All price quotes must be submitted by the vendor to the department,
- Departments must make sure the Vendor is a current CONFIRE Vendor or get a W-9 form from the Vendor, prior to any commodity or service being provided.

\$5,001 UP TO \$25,000:

- Procurements from \$5,000 up to \$25,000 require a Purchase Order,
- Staff may utilize vendor of choice however, comparative shopping on common items is strongly advised,
- Departments will submit to the Staff Analyst II;
 - a complete signed Purchase Requisition (“PR”) identifying vendor of choice,
 - a complete signed vendor quote with vendor number or W-9,

- when applicable, a complete signed PSA with current Certificates of Insurance.
- The Staff Analyst II will;
 - Review PRs for completeness,
 - Verify funds are available in identified account numbers,
 - Verify the vendor number is on file or set up new vendor number.
- If any of the above are not complete, the responsible department will be notified and advised the purchasing requirements and ensuring requirements are fulfilled prior to a Purchase Order (“PO”) being generated,
- If a PSA is included,
 - Verify that the agreement compensation amount is in alignment with the PR,
 - Verify that the PSA is signed by applicable parties,
 - Verify that the Certificates of Insurance (“COI”) are valid.
- Should the PR packet be incomplete it will be returned to the requesting department for completion,
- Upon verification that the PR packet is complete the Staff Analyst II will generate a PO and scan a copy to the vendor and requesting department.

B. REQUEST FOR QUOTE “RFQ” - \$25,001 - \$50,000

RFQs are an informal solicitation process which requires at least three viable bids.

- Departments will submit to the Staff Analyst II;
 - A complete signed PR indicating “Search Vendor”, funding account numbers, and an estimated or not to exceed amount,
 - A complete Line Item Spreadsheet, identifying items, pricing and account codes being charged,
 - If applicable, a complete Specification Sheet,
 - A list of any known vendors, including contact information, that the requesting department would like to ensure are invited to participate in the solicitation,
- The Staff Analyst II will review the PR packet for completeness. If a vendor list is included, conduct a vendor outreach to ensure identified vendors become registered to participate in the quote,
 - Prepare and post a RFQ to the bid system,
 - Monitor RFQ activity to ensure vendors identified on the departments vendor list have registered and been notified of the RFQ,
 - After the RFQ closing date and time, review quote responses for the lowest, most responsive vendor,
 - Forward the lowest, most responsive bidder bid tabulation and specification response to the requesting department for review,
 - If the lowest, most responsive vendor is not approved by the requesting department, the requesting department must provide a written justification as to the reason,

- Should clarification be required to make an award decision, forward clarification requests to the vendor,
- Identify the lowest most responsive vendor is identified for award,
- Verify that the vendor has a current W-9 on file;
- Issue and scan a PO to the awarded vendor and requesting department.

C. REQUEST FOR BID “RFB” \$50,001 AND UP

RFBs is a formal solicitation and is utilized primarily for the procurement of commodities. The formal bid solicitation would be to post for at least ten full business days.

- Departments will Submit to the Staff Analyst II;
 - A complete signed PR indicating “Search Vendor”, funding account numbers, and an estimated or not to exceed amount,
 - A complete line item spreadsheet identifying each item requiring pricing,
 - A complete specification sheet,
 - A list of any known vendors, including contact information, that the requesting department would like to ensure are invited to participate in the solicitation,
 - After a vendor is identified for award, if necessary, draft a PSA and forward to the vendor. A vendor signed PSA is required prior to getting on the Committee Agenda,
 - Inform the vendor of the requirement for any applicable Licenses and W-9 Form,
 - Draft a Staff Report and forward to the Procurement Manager for review and input regarding the Procurement Process.
 - Forward final Staff Report to the Director
 - After Director award approval, submit a fully signed PSA with contract number, COI, and any other associated documentation to the Staff Analyst II.
- The Staff Analyst II will;
 - Review the PR packet for completeness, if a vendor list is included, conduct a vendor outreach to ensure identified vendors may participate in the bid process,
 - Prepare and post an RFB to the bid system,
 - Monitor the RFB activity throughout the process to ensure vendors identified on the departments vendor list have been notified of the RFB clarifications throughout the bid process,
 - After the RFB closing date and time, review bid responses for the lowest, most responsive vendor,
 - Forward the lowest, most responsive bidder bid tabulation and specification response to the requesting department for review,
 - If the lowest, most responsive vendor is not approved by the requesting department, the requesting department must provide a written justification as to the reason,
 - Should clarification be required to make an award decision, forward clarification requests to vendor,

- Once lowest most responsive vendor is identified for award, the Staff Analyst II will verify that the vendor has the proper licenses or W-9 information. If not, the department will be notified and responsible for advising the vendor of the requirements and ensure the requirement be fulfilled prior to a PO being generated,
 - Advise the requesting department if a PSA will be required,
 - Review and add input to the draft Staff Report and forward back to department,
- After the Director approves the procurement, if a PSA is required,
 - Verify that the agreement compensation amount is in alignment with the amount on the PR,
 - Verify that the PSA is signed by both applicable parties,
 - Verify that the Certificate of Insurance are valid.
 - Generate and scan a PO to the vendor and department.

D. REQUEST FOR PROPOSAL

1. PROFESSIONAL SERVICES UP TO \$100,000

Although Professional Services up to \$100,000.00 is open market and is conducted by the requesting department, the Staff Analyst II is available to assist or conduct a process should the requesting department choose.

- First select the most highly qualified provider of those services based on demonstrated competence and qualifications,
- Attempt to negotiate with that provider a contract at a fair and reasonable price,
- If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the department will, formally end negotiations with that provider,
- Select the next most highly qualified provider and attempt to negotiate a contract with that provider at a fair and reasonable price.
- The department shall continue the above process to select and negotiate with providers until a contract is entered into,
- Once department has solidified reasonable pricing with the highest qualified vendor for the services to be rendered, department will submit vendor financial documents to the Fiscal Office for review, conduct reference checks, complete a justification memo describing the process for which they have chosen to award this vendor and complete a Conflict of Interest Disclosure,
- Inform the vendor of the requirement for any Licenses, W-9 or Insurance requirements,
- Submit complete PR packet with all the above referenced documentation to the Staff Analyst for processing.

The Staff Analyst II will; once a vendor is identified for award, will:

- Verify that the vendor has current licenses, W-9 and insurance requirements; if not, advise department to contact vendor and obtain a current licenses or proof of application,
- The Staff Analyst II will review for completeness and forward anything over \$50,000 to Director for review and approval,
- Once approved the Staff Analyst II will generate and scan a PO to the vendor and the department.

2. NON-PROFESSIONAL SERVICES AND THOSE PROFESSIONAL SERVICES \$100,001 AND UP

Departments will Submit to the Staff Analyst II;

- A complete signed PR indicating “Search Vendor”, funding account numbers, and an estimated cost or not to exceed amount,
- A complete Line Item Spreadsheet identifying any items requiring pricing,
- A Word Document with a complete, detailed Scope of Work (“SOW”) or Services,
- A list of relevant criteria that the vendors proposal response will be rated against,
- A list of any known vendors, including contact information, that the requesting department would like to ensure are invited to participate in the solicitation,
- Provide the names of three staff members from the requesting department to sit on the RFP Evaluation Committee,
- Provide the questions that will be asked of each vendor should there be a need for vendor interviews/presentations/demonstration,
- After a vendor is identified for award, if necessary, draft a PSA and forward to the vendor for review and signature. A vendor signed PSA is required prior to submitting a Committee Agenda Item,
- Draft a Staff Report and forward to the Staff Analyst II for review and input regarding the Procurement Process.
- Forward final Staff Report to the Staff Analyst II for submittal for the next Administrative Agenda
- After Administrative Committee award approval, submit a fully signed PSA with contract number, valid COI and appropriate Business License(s).

The Staff Analyst will;

- Review the PR packet for completeness,
- If a vendor list is included, conduct a vendor outreach to ensure identified vendors become registered to participate in the bid process,
- Draft a RFP,
- Forward draft RFP to requesting department for review and revise,
- Finalize RFP and post to the bid system,
- Monitor the RFP activity throughout the process to ensure vendors identified on the departments vendor list have registered and been notified of the RFP,

- Schedule an RFP evaluation kick-off meeting at the beginning of the process,
- Prepare RFP rating documents for reviewers of the RFP,
- After the RFP closing date and time, open RFPs and review for completeness,
- Schedule follow-up RFP evaluation meeting with responsive vendors,
- Compile ratings from the RFP evaluation meeting into vendor rankings and advise requesting department of outcome,
- If necessary, schedule vendor presentations, interviews or demonstrations,
- Prepare rating documentation for vendor presentations, interviews or demonstrations, based from a set of pre-determined questions provided by the requesting department,
- Schedule the vendor presentation, interview or demonstration meeting with evaluation committee and vendors,
- Conduct the meeting and provide instruction on questioning and discussions,
- Compile the ratings from the vendor presentation, interview or demonstration and advise requesting department of outcome.

3. Special Services – Private Ambulance Services

Departments will Submit to the Staff Analyst II;

- A complete signed PR indicating “Search Vendor”, funding account numbers, and an estimated cost or not to exceed amount,
- A complete Line Item Spreadsheet identifying any items requiring pricing,
- A Word Document with a complete, detailed Scope of Work (“SOW”) or Services,
- A list of relevant criteria that the vendors proposal response will be rated against, which shall include but not be limited to:
 - Experience and history providing emergency ambulance services in a safe and efficient manner
 - Managerial experience and qualifications of key personnel
 - Effectiveness of operational processes and assets, including the quality of ambulance fleet and equipment, dispatch, customer service, and working conditions of ambulance personnel
 - Performance monitoring and quality control
 - Reasonableness of service rates and charges
 - Ability, financially and operationally, to maintain an uninterrupted and consistent level of service
 - Wages, staffing and benefits to ambulance service employees
 - Specific mechanisms to ensure adequate and open communication with vendor and any employee organization representing vendor’s employees
- A list of any known vendors, including contact information, that the requesting department would like to ensure are invited to participate in the solicitation,

- Provide the names of three staff members from the requesting department to sit on the RFP Evaluation Committee,
- Provide the questions that will be asked of each vendor should there be a need for vendor interviews/presentations/demonstration,
- After a vendor is identified for award, if necessary, draft a PSA and forward to the vendor for review and signature. A vendor signed PSA is required prior to submitting an Administrative Committee Agenda Item,
- Draft a Staff Report and forward to the Staff Analyst II for review and input regarding the Procurement Process,
- Forward final Staff Report to the Staff Analyst II for submittal for the next Administrative Committee Agenda,
- After Administrative Committee award approval, submit a fully signed PSA with contract number, valid COI, and appropriate Business License(s).

The Staff Analyst will;

- Review the PR packet for completeness,
- If a vendor list is included, conduct a vendor outreach to ensure identified vendors become registered to participate in the bid process,
- Draft a RFP,
- Forward draft RFP to requesting department for review and revise,
- Finalize RFP and post to the bid system,
- Monitor the RFP activity throughout the process to ensure vendors identified on the department's vendor list have registered and been notified of the RFP,
- Schedule an RFP evaluation kick-off meeting at the beginning of the process,
- Prepare RFP rating documents for reviewers of the RFP,
- After the RFP closing date and time, open RFPs and review for completeness to determine responsiveness,
- Ensure no vendor that submitted RFP presents a conflict of interest,
- Schedule follow-up RFP evaluation meeting with responsive vendors,
- Compile ratings from the RFP evaluation meeting into vendor rankings and advise requesting department of outcome,
- If necessary, schedule vendor presentations, interviews, or demonstrations,
- Prepare rating documentation for vendor presentations, interviews, or demonstrations, based on a set of pre-determined questions provided by the requesting department,
- Schedule the vendor presentation, interview or demonstration meeting with evaluation committee and vendors,
- Conduct the meeting and provide instruction on questioning and discussions,
- Compile the ratings from the vendor presentation, interview or demonstration and advise requesting department of outcome.