

EAST TEXAS GULF COAST REGIONAL TRAUMA ADVISORY COUNCIL

PROCUREMENT POLICIES

The following policies and procedures will be followed at all times when East Texas Gulf Coast Regional Trauma Advisory Council is using federal funds to purchase supplies, property, equipment and services from an external source.

General Contract Award Management Policy

No East Texas Gulf Coast Regional Trauma Advisory Council officer, employee, and/or agent will participate in the selection, award, and/or administration of any contract for equipment, materials, and supplies or consulting or professional services if a real or apparent conflict of interest would be involved. Such a conflict will arise when the employee, officer, or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ, any of the above has a financial or other interest in the firm or individual selected for award.

East Texas Gulf Coast Regional Trauma Advisory Council officers, employees, and/or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

Acquisition Policy for Goods and Services

The following procurement procedure applies to all purchases of goods and services, including equipment, materials, supplies and professional and consulting services. Employees will conduct all procurement transactions in a manner that maximizes free and open competition. East Texas Gulf Coast Regional Trauma Advisory Council may select from numerous methods of procurement, depending on the amount of the purchase and other considerations. Following are a few examples of possible procurement procedures that East Texas Gulf Coast Regional Trauma Advisory Council may choose to use:

(1) Open Market Inquiry. The Executive Director, or other qualified individuals delegated by the Executive Director may inquire in the open market to ensure that the price and quality is the most advantageous to East Texas Gulf Coast Regional Trauma Advisory Council. This procedure will apply to purchases less than \$1,000.

(2) Request Competitive Oral Quotes. The Executive Director or his/her designee may request competitive quotes orally. A file shall be kept with an abstract of invitations made and offers received. This procedure will apply to purchases less than \$5,000.

(3) Request Written Quotes from at Least three Different Sources. For purchases and contracts involving a single project or activity, the Executive Director or his/her designee may request and receive written quotations from at least three independent sources. A file shall be kept with an abstract of invitations made, offers received, and the criteria for selection. This procedure will be used for purchases more than \$5,000 and less than \$100,000.

(4) Request Written Competitive Responses through a Formal Request for Proposal Procedure. For large purchases and contracts, the Executive Director or his/her designee may solicit competitive responses through a formal written request for proposal procedure. Bids will remain sealed until the opening time designated in the request for proposals. All requests for proposals shall contain the phrase "Equal Opportunity Employer". This process will apply to purchases greater than \$100,000.

For the largest purchases the East Texas Gulf Coast Regional Trauma Advisory Council makes, after reviewing the bids received, the Executive Director or his/her designee shall make a recommendation to East Texas Gulf Coast Regional Trauma Advisory Council's Board of Directors regarding which bid to accept. A majority of the board must accept the bid via formal vote before a contract is executed for the service. A file shall be kept with a copy of the request for proposal, a list of individuals/organizations solicited for bids, and a bid sheet that lists the bids received by individual/organization and their respective bid price. In all instances in which the lowest bid is not awarded the contract, justification documentation, such as a memo outlining the selection criteria, shall be placed in the file.

There may be a case where there is a single vendor that must be utilized. The use of a sole vendor must be documented and a sole source letter obtained from the vendor.

Property/Equipment Standards

When purchasing property (both real property and equipment), the following procedures will be followed:

- (1) Title to all property purchased with federal funds will vest with the East Texas Gulf Coast Regional Trauma Advisory Council.
- (2) Property records will be kept showing the general name of the property, identification number, original cost, and depreciated value. These records will be reviewed and necessary revisions made on an annual basis at the end of East Texas Gulf Coast Regional Trauma Advisory Council's fiscal year.
- (3) East Texas Gulf Coast Regional Trauma Advisory Council will provide the equivalent insurance coverage for real property and equipment regardless of how the property was acquired by the organization.
- (4) Equipment purchased, with a purchase price in excess of \$5,000, with federal funds is generally considered the property of the federal government and must be disposed of through a set procedure. When disposing of equipment with an acquisition cost in excess of \$5,000,

East Texas Gulf Coast Regional Trauma Advisory Council will follow the respective funding program's disposal regulations.

Federal Debarment Standard

When purchasing goods and services through the utilization of federal funding East Texas Gulf Coast Regional Trauma Advisory Council will ensure that the contract awardee is not debarred or suspended from doing business with the federal government nor delinquent in a debt to the United States as defined in OMB Circular A 1-29. Before a contract is awarded, staff from EAST TEXAS GULF COAST REGIONAL TRAUMA ADVISORY COUNCIL will consult the Federal Government's General Services Administration ("GSA")'s "List of Parties Excluded from Federal Procurement or Non-procurement Programs".

Approved: August 6, 2011

Diana Grimm-Mapp, Chair-Elect