

Platte County Board of Services

PURCHASING PROCEDURES

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INTRODUCTION AND PURPOSE

The purpose of the Purchasing & Distribution Procedures document is to provide clarity and instruction for procuring the supplies, equipment, and services necessary to provide quality outcomes to the residents of Platte County we serve. All individuals purchasing goods or services on behalf of Platte County Board of Services (PCBS) must adhere to the procedures contained herein.

The procedures are effective September 2023. All previous purchasing procedures are superseded. The procedures may be revised and supplemented as needed. The most current update shall be available to vendors. This handbook may be found on the PCBS website, pcbsdd.org. Staff may also locate this handbook on Compass.

Consistent and/or repeated failure to comply with, or flagrant abuse of, established procedures may result in action up to and including termination of employees' authority to expend PCBS funds and/or termination of employment.

POLICIES AND PROCEDURES

PURCHASING POLICIES

1. Purchases of fuel are required to use the provided corporate account, using the approved gas card with assigned pin.
2. Purchases for supplies and residential food will utilize approved vendors with cash or agency check (rare), or credit card (preferred). Receipts for the purchases must be signed by the purchaser and submitted to the Finance Department as soon as possible, but no later than 5 working days following the purchase.
3. All other purchases shall be made using the following guidelines:
    a. All authorized employees should make their supervisor aware of all purchases they make and must produce a receipt of items purchased.
    b. Any single transaction, or project with multiple transactions, of over $3,000 will require a completed Large Purchase Request Form, approved by the Chief Executive Officer, the Chief Financial Officer, and the Director that made the request.
    c. Included in the Large Purchase Request all purchases over $3,000 should obtain three (3) or more quotes for the goods or services being purchased.
        i. Contractors/vendors have 10 business days to:
            1. Maintenance contractors/vendors must visit site location to view the scope of the project.
            2. Submit an itemized quote with material and labor cost, along with any applicable building permit, demolition, and disposal fees included.
            3. Include payment terms and referred payment method in quote.
            4. Quotes must be submitted in writing by the close of the open quote period.
        ii. Staff:
            1. Quotes should be submitted with the Large Purchase Request along with the recommendation of the bid selected for the purchase.
            2. All vendors must be blind to the quotes provided by other vendors

in the bidding process. Any employee that looks to influence which vendor wins PCBS business in the bidding process by providing insight into what amount could 'win' the bid will be subject to discipline up to and including involuntary dismissal.

3. If the lowest quote is not recommended, a rationale for why a higher bid is being considered must be included on the Large Purchase Request Form.

4. The PCBS attempts to participate in cooperative purchasing programs to the extent that the items purchased meet the PCBS's specifications and needs. The quotes taken by these cooperative organizations shall satisfy the PCBS's quoting requirements for the period of time the cooperative quote is accepted.
5. To serve as a valid supplier, vendors must provide a completed W-9 form as required by the Internal Revenue Service, and a valid Certificate of Insurance (COI). Local sources are preferred and utilized whenever possible. Vendors are prohibited from making sales calls directly at agency sites and with PCBS personnel unless a Director has scheduled an appointment with the vendor.

CONFLICT OF INTEREST

1. The PCBS shall not purchase goods or services from any employee or family member without prior review and the written consent of the Chief Executive Officer and the Chief Financial Officer. The Chief Executive Officer and the Chief Financial Officer are precluded from purchasing from his or her own family members as defined by the PCBS's conflict of interest policy. Employees shall disclose during the purchasing process previous employment with an independent contractor or vendor involved in the quote or bid process.

2. Personal purchases may not be made from PCBS vendors utilizing PCBS accounts to obtain special pricing afforded PCBS. The use of PCBS' name, tax identification number, or any other means which infers PCBS authorization to obtain a reduced price for any product or service being purchased for private use is expressly prohibited.

ETHICS

All PCBS personnel and vendors are expected to conduct business in accordance with the following Code of Ethics statements:

1. Give first consideration to the policies, regulations, and goals of PCBS.

2. Strive to obtain the maximum value for each dollar of expenditure.

3. Conduct business in good faith; demanding honesty and ethical practices from all participants in the purchasing process.

4. Grant all competitive suppliers' equal consideration insofar as state or federal statute and PCBS policy permit.

5. Promote positive vendor and contractor relationships by affording vendor representatives courteous, fair and ethical treatment.

6. Enhance the proficiency and stature of the purchasing profession by acquiring and maintaining current technical knowledge and the highest standards of ethical behavior.

QUOTATION PROCEDURES

Quotations

A quotation (quote) is a written price furnished by a vendor. The quotation can be used for the purchase of supplies, materials, furniture, equipment, services, and other miscellaneous items. Quotes must be obtained when the projected expenditure exceeds $3,000 per item or is $3,000 or more in total. Items may not be purchased separately to avoid quote requirements.

The request for quotation (RFQ) may be issued verbally or in writing. Quotes are requested from three or more vendors without advertising or otherwise complying with the requirements of the formal bidding process. The Project Proposal Tracking Form shall be completed by the bid collector for use in this process and is available on Compass.

The winning quote shall represent the best value to PCBS based on a combination of price, quality, delivery, terms and other important factors.

Quotation Procedures

1. When requesting quotes, the Designated Agent or Purchaser shall provide identical specifications to the competing vendors orally or in a letter with an RFQ.
2. All vendors invited to quote will be given a deadline to furnish the quote.
3. Except for unusual circumstances, the vendor will be required to honor the quoted price for a period of at least 30 days. Any quote submitted shall specify the time period for which it is valid. Bids should be in writing or emailed and submitted with the Large Purchase Request along with the recommendation of the bid selected for the purchase.
4. All quotes shall be retained on file with the Finance department in accordance with the Retention Schedule of the State of Missouri.

Employee Reimbursement (Purchase Order required)

The PCBS maintains Purchasing procedures to facilitate the purchase of supplies and services for PCBS staff. For proper internal control, all expenditures of the PCBS must be made through the Administration channels. In the event an employee makes a purchase using personal funds, for whatever reason, the PCBS is not obligated to reimburse the employee unless no other means for the purchase is available, and the item is not available from another source. Should an employee make a purchase or charge any item(s) on behalf of the PCBS, determination for reimbursement will be made as follows:

- The purchase must have been pre-approved by the employee's supervisor.
- The expenditures must be appropriate and supported by the appropriate original, itemized receipt.
- Personal purchases of equipment, including technology, will not be reimbursed, unless approved in writing prior to the purchase by the appropriate Director.

The PCBS reserves the right to not reimburse an employee for a PCBS -related expense, regardless of documentation presented.

Employee must request reimbursement by submitting a current Travel/Expense Voucher, attaching the appropriate documentation and forwarding the requisition to your Director for approval.

Purchasing Cards

The PCBS participates in a Purchasing Card program as a service to employees in acquiring goods and services of minimal expense.

A Purchasing Card shall be used when a vendor does not accept a Purchase Order or in the event that acquiring a Purchase Order would go beyond the time of need for the goods or services.

Information regarding the process for obtaining a purchasing card and the restrictions and requirements for use contact your department's Director.

OTHER PURCHASING INFORMATION

Vendors/Direct Service Providers:

1. Invoices must be submitted upon completion for payment to be dispersed.
2. Vendors check will be mailed, or ACH payment will be submitted.

Gift Card Purchases

The purchase of gift cards for PCBS employees are not allowed without prior approval from the Director of Finance & Administration, and even then, will likely be rejected. Gift cards may not be purchased to be used for the acquisition of supplies, materials

or services on a separate transaction. Gift cards may not be received in lieu of a refund made payable to PCBS for the return of goods or services.

A signature page must be kept for auditors. Signature page must show name, date, recipient, and purpose of expenditure.

Nonallowable Purchases

Purchases of goods or services for personal purposes are not allowed. Should you have specific questions, please contact your Director.

Purchases of Computers and Other Technology Equipment

PCBS policy requires standardization of technology equipment and software. The PCBS' Technology Plan outlines PCBS standards related to technology, including specifications of equipment and software to be purchased and supported at each site. The PCBS Technology Department has the responsibility of enforcing these standards, as well as providing necessary technical support for approved equipment. Therefore, all technology purchases must be approved by the Director of Compliance & Systems Security.

Purchases of Equipment

All equipment valued at over $3,000 (per unit) shall be tagged as PCBS property and will be inventoried and tracked. Electronic devices and other special purchases may be tagged regardless of value. Items purchased for less than $3,000 (per unit) could be deemed supply purchases and only require approval by your Director. Those above $3,000 (per unit or in total) will require a Large Purchase Request Form.

Sales Tax

The PCBS is not required to pay sales tax on products and services acquired from vendors within the State of Missouri. A tax-exempt letter will be provided at the time of purchase. Any purchase approved for reimbursement will comply with the taxation requirement for purchases made with purchasing cards. The decision to reimburse sales tax may be made in the event of an emergency purchase or other unforeseen circumstance.

Sole Source Providers

A sole source provider is defined as "the only supplier capable of meeting PCBS requirements within the time available, including emergency and other situations which preclude conventional planning and processing."

All sole source purchases in the amount of $3,000 or more must be approved in advance by the Chief Executive Officer and the Chief Financial Officer. A Sole Source Justification Form (Appendix B) must be completed and approved prior to awarding a quote. This form is located on Compass. The following criteria may provide assistance in determining that a purchase is only available from a sole source:

One -of -a kind	The commodity or service has no competitive product and is available from only one supplier.
Compatibility	The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.
Replacement Part	The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.
Delivery Date	Only one supplier can meet necessary delivery date requirements.
Research Continuity	The commodity or service must comply with established PCBS standards and is available from only one supplier
Unique Design	The commodity or service must meet physical design or quality requirements and is available from only one supplier.
Emergency	URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Vendor Rebates

No gift cards, rebates, reward points, or vouchers may be individually received by PCBS employees or officials. Rebates must be remitted to the Finance Department.

RECEIVING INFORMATION

Receiving Products

PCBS will have a designated receiving area(s) where all products are delivered. Within three (3) business days of receipt of a product, the employee who ordered it will inspect the product to ensure that the PCBS received the appropriate quality and quantity of the product, that the product was delivered in a timely manner and that the price and quantity on the invoice matched the receipt. If the product is acceptable, the employee who ordered it will send proof of receipt to the Finance Department so that the invoice can be paid. If a partial shipment is received, the employee will send the receipt to the Finance Department and will include notification that the entire order has not been received.

If the purchase was made by credit or purchasing card, the employee issued the card will submit the receiving slip to the Finance Department to match with the card statement. If the statement has already been paid prior to receipt, the employee issued the card will submit the receiving slip to the Finance Department for documentation.

If the product is not what was ordered, the employee who ordered it will contact the

provider immediately for correction. If the provider refuses to correct the error, the employee will contact the Finance Department immediately so that the payment can be withheld, or a protest filed with the credit or purchasing card issuer.

Receiving Services

In general, a service provider will only be paid after the employee who requested the service verifies that the service has been rendered in accordance with the specifications. Exceptions may be made for purchases such as membership dues, registration fees and travel expenses such as airline tickets. Employees will contact the Finance Department if there are concerns regarding the quality of the service provided or if the service is not completed in a timely manner.

SURPLUS PROPERTY

Disposal of Surplus Property:

PCBS property must not be disposed of in dumpsters nor removed from the premises. State laws dictate the method of disposal of items that have been determined by the State to be hazardous waste including computers, TVs, and other electronic equipment. In addition, items that have been inventoried and capitalized by the PCBS must be removed from PCBS accounting records at the time the property is disposed. Notify the Finance Department if you have equipment or furniture that is no longer needed.

Some items are deemed unusable, unsellable, and approved by a Director for disposal in PCBS dumpsters. Items thrown away are not to be taken home by any PCBS employee. Items thrown away are to stay in the dumpsters until picked up by trash services and disposed of at the local city dump station.

Appendix A

PLATTE COUNTY BOARD OF SERVICES

Project Proposal Tracking Form

Project: _____

Location: _____ Work Order No.: _____

Open Bid Date: _____ Closing Bid Date: _____

Contractor Expectations:

- Maintenance contractors must visit site location to view the scope of the project.
- Itemized proposal with material and labor cost, any applicable building permit, demolition, and dump fees.
- Include payment terms and preferred payment method in proposal.
- Email proposal by the closing bid date to purchasing@pcbsdd.org.

List of Vendors: Approved Contractor No: _____

No	Date	Contractor Name	Contact Person	Phone No	Availability	Bid $ Amount
1						
2						
3						
4						
5						

Reason if not selecting lowest bid:

_____
_____
_____
_____

Submitted By:_____ Date:_____

Director Approval:_____ Date:_____

Appendix B

PLATTE COUNTY BOARD OF SERVICES
Sole Source Justification Form

Instructions: Complete this form for all sole source purchases for amounts $3,000 and over. Route form to the Finance Department for approval. You can email the form to purchasing@pcbsdd.org. All sole source requests are subject to approval by the Finance Department.

Commodity/Service being purchased: _____

Proposed Supplier: _____

Requested by: _____Site/Department: _____Date:_____

Sole Source Justification prepared by:_____

I. A **Sole Source Purchase** must meet one of the following criteria:

☐	**One-of-a-kind -**	The commodity or service has no competitive product AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
☐	**Compatibility -**	The commodity or service must match existing brand of equipment for compatibility AND IS AVAILABLE FROM ONLY ONE VENDOR.
☐	**Replacement part -**	The commodity is a replacement part for a specific brand of existing equipment AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
☐	**Research continuity -**	The commodity or service is needed to maintain research continuity AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
☐	**PCBS standards -**	The commodity or service must comply with established PCBS standards AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
☐	**Unique design -**	The commodity or service must meet physical design or quality requirements AND IS AVAILABLE FROM ONLY ONE SUPPLIER.
☐	**Emergency -**	URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disaster, etc.

II. Provide details of this request including explanation of why only one source is reasonably available (attach separate sheet if necessary).

III. As Department Director, I hereby certify that the above justification is accurate and complete to the best of my knowledge and belief.

Approval:

_____ _____
Signature of Department Director or Chief Executive Officer Date

_____ _____
Purchasing Approval Date