

# Procurement Policy

## 1. Standards of Conduct

1.1. The Boys & Girls Club of the Heartland maintains strict standards of conduct to govern the actions of employees engaged in procurement activities, ensuring transparency, fairness, and integrity throughout the process.

1.2. Conflicts of Interest: Employees involved in the selection, award, and administration of contracts must disclose any personal, financial, or familial interests that may conflict with their duties. If a conflict arises, employees must recuse themselves from the decision-making process.

1.3. Substantial Financial Interest: In situations where an employee's financial interest in a procurement transaction is not substantial, such as owning a small number of shares in a company bidding for a contract, full disclosure is still required. The employee must provide transparency regarding their financial interest to their supervisor or designated procurement officer.

1.4. Unsolicited Gifts: If an employee receives an unsolicited gift of nominal value during the procurement process, such as a promotional item or token of appreciation, they may accept it if its value is insignificant and does not influence their decision-making. However, employees must report the receipt of such gifts to their supervisor or designated procurement officer.

1.5. Disciplinary Actions: Violations of the standards of conduct regarding conflicts of interest will result in disciplinary action, ranging from reprimand to termination, depending on the severity of the violation and the employee's history of compliance. Officers, employees, or agents found in violation of these standards may also face legal consequences if their actions result in financial harm or reputational damage to the organization.

## 2. Applicable Methods of Procurement

2.1. Micro Purchases: Micro purchases involve procurement transactions of relatively low value, typically below a specified threshold (e.g., \$5,000). These purchases may be made quickly and informally, without the need for competitive bidding, to expedite the acquisition of goods or services.

2.2. Small Purchases: Small purchases involve procurement transactions of moderate value, typically below a predetermined threshold (e.g., \$25,000). Competitive bidding may be required for small purchases to ensure transparency and fairness in the selection process.

2.3. Sealed Bids: Sealed bids are used for procurement transactions where the scope of work or specifications are well-defined and standardized. Suppliers submit sealed bids, which are opened at a predetermined date and time, and the contract is awarded to the bidder offering the lowest price that meets the specified requirements.

2.4. Competitive Proposals: Competitive proposals are used for procurement transactions where the scope of work or specifications are complex or not fully defined. Suppliers submit detailed proposals outlining their approach, qualifications, and pricing. The contract is awarded based on a comprehensive

evaluation of the proposals, considering factors such as technical capability, past performance, and price.

2.5. Noncompetitive/Sole Source Purchases: Noncompetitive or sole source purchases occur when only one supplier can meet the organization's needs due to unique capabilities, proprietary technology, or other compelling reasons. In such cases, the procurement process may bypass competitive bidding but still requires justification and documentation to ensure transparency and accountability.

### **3. Process to Avoid Acquisitions of Unnecessary or Duplicative Items**

3.1. The Boys & Girls Club of the Heartland employs a systematic process to avoid acquiring unnecessary or duplicative items, thereby optimizing resource allocation and maximizing efficiency.

3.2. Before initiating any procurement transaction, staff members responsible for procurement conduct a thorough needs assessment to determine the organization's requirements and identify existing resources or solutions that may fulfill those needs.

3.3. Market research is conducted to explore available options, assess supplier capabilities, and compare prices and quality to ensure the best value for the organization.

3.4. Procurement requests undergo review and approval by designated personnel to verify the necessity of the purchase, assess its alignment with organizational objectives, and confirm availability of funds.

### **4. Process to Ensure Clear and Accurate Solicitations**

4.1. All solicitations issued by the Boys & Girls Club of the Heartland incorporate clear and accurate descriptions of the technical requirements for the material, product, or service to be procured.

4.2. Specifications and performance standards are carefully defined to ensure that potential suppliers understand the organization's needs and can submit competitive bids or proposals that meet those requirements.

4.3. Solicitations also identify all requirements that offerors must fulfill, such as certifications, qualifications, or compliance with applicable laws and regulations, to ensure that proposals are evaluated consistently and fairly.

### **5. Grant-Specific Guidelines**

5.1. In instances where a grant received by the Boys & Girls Club of the Heartland has specific guidelines for procurement, the organization is obligated to follow those guidelines in accordance with the terms and conditions of the grant agreement.

5.2. Grant-specific procurement requirements take precedence over the organization's general procurement policy, and compliance with grant guidelines is essential to maintain eligibility for grant funding and ensure accountability to the grantor.

By adhering to this comprehensive Procurement Policy, the Boys & Girls Club of the Heartland demonstrates its commitment to ethical conduct, transparency, and accountability in all procurement activities, ultimately serving the best interests of the organization and the communities it serves.