

Burnet County ESD 9 / Spicewood Fire Rescue		
	Procurement Policy	November 1 st , 2020

I. Purpose

Burnet County ESD9 strives to ensure a fair and objective process for acquiring equipment, goods, and services. Purchasing activities aim to achieve advantageous procurement outcomes by:

- (a) Promoting value for money,
- (b) Exercising due diligence with taxpayer and/or grant funds, and
- (c) Providing reasonable opportunity for all persons/businesses who participate in the procurement process.

II. Responsibilities:

Commissioners

- (a) Will review and provide feedback of the procurement process to ensure the most effective purchasing of resources, assets and services is provided.
- (b) We utilize the knowledge of the Commissioners' respective disciplines, along with Staff and Department members, to advise on the practicality, usability and need regarding purchases obtained under taxpayer and/or grant funds.
- (c) Will understand the accountability and requirements associated with being a Commissioner.
- (d) Will provide oversight of grant purchases regardless of cost range involved.
- (e) Will have available all current updates & financials balances prior to all purchases.
- (f) Commissioners will operate with a broad, strategic vision of how expenditures will affect the overall, long-term mission of the District.

Finance Manager

- (a) Will establish procurement processes based on the Generally Accepted Accounting Principles (GAAP) set forth by the Federal Accounting Standards Board. (FASP)

- (b) Will ensure that all procurement processes and all purchases are appropriate to the goals set by the Board of Commissioners as seen in the annual budget and meet the intent of those goals.
- (c) Will ensure that relevant information is given to the BCESD9 Commissioners and the Fire Chief regarding the use of taxpayer and/or grant funds.
- (d) Will generated monthly reports that track year-to-date progress of the spending plan.

Fire Chief and Staff

- (a) Will adhere to the established procurement procedures.
- (b) Will execute a spending plan that spreads out major purchases throughout the year.
- (c) Will give priority to areas of legal mandates and requirements.
- (d)

II - Approval Processes, based on circumstance:

For Budgeted Expenses:

- (a) Funds earmarked within a specific General Ledger line are considered approved for those related expenses.
- (b) Execution of the spending plan (the budget) is the responsibility of the Fire Chief and the Logistics Chief.
- (c) Approval of any purchase must be accompanied by an identified General Ledger line number.
- (d) Approval of any purchase must be accompanied by the signature of either the Fire Chief or the Logistics Chief.

For Re-Occurring, budgeted Expenses:

Normal monthly overhead expenses (telephone, trash, fuel, electricity, etc.) that are included in the adopted budget, will be handled by the admin assistant, with review by the Logistics Chief.

For Emergency Purchases:

The Fire Chief has the authority to immediately address:

- 1) Critical apparatus repairs, without which a mission cannot be accomplished.
- 2) Immediate facility issues that threaten department assets.

Any emergency expense that would exceed a budgeted line item and would necessitate a budget adjustment, requires prior approval from both the Commissioners and Finance Manager.

III. Procurement Procedures

BCESD 9 and its fire department- Spicewood Fire Rescue (SFR) - have created these procedures which shall provide that:

- (1) BCESD9-SFR will avoid purchasing unnecessary items.
- (2) Where appropriate, BCESD9-SFR will analyze which would be the most economical and practical procurement by reviewing lease and purchase alternatives.
- (3) BCESD9-SFR will require that **solicitations** for goods and services provide for the following information:
 - a. A clear and accurate description of the technical requirements for the material, product, or service to be procured.
 - b. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.
 - c. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
 - d. The specific features of “brand name or equal” descriptions that bidders are required to meet when such items are included in the solicitation.
 - e. BID REQUIREMENTS**
 - a. By State law, any expenditure greater than \$50,000 requires three bids.
 - b. By this BCESD9-SFR internal policy, any expense over \$5000 will include a formal bid selection report.
 - c. All solicitations for bids- via phone call, email, or site visits- (whether the vendor was responsive or not), shall be included in the selection report.
 - d. The selection report will include the Staff’s recommendation.

IV. Evaluation Criteria

Fair and equitable consideration will be given to all applicants/suppliers. BCESD9-SFR reserves the right to reject any or all proposals, to consider alternatives, to waive irregularities and to resolicit quotation opportunities or proposals. Selection will be based on the most responsible and responsive quotation/proposal which is determined to be within the best interests of BCESD9-SFR. The following criteria shall be considered:

- (a) Cost,
- (b) Best value for the cost,
- (c) The reputation, experience, and efficiency of the applicant / supplier,
- (d) The ability of the applicant / supplier to perform the contract or provide the goods and services within the time specified,
- (e) The comparative quality of the goods and services bid,
- (f) The applicant / supplier's performance under previous contracts with BCESD9-SFR,
- (g) The number and scope of conditions attached to the quotation / proposal; and
- (h) The applicant / supplier's interest in the project, as well as their understanding of the project scope and the specific requirement of BCESD9-SFR.

V. Selection process:

- (a) Products and services will be evaluated based on pertinent criteria, such as ease of use, functionality, interoperability, price, and criteria associated with the solicitation.
Although price should be a high consideration in selection, it is not the sole criteria and, therefore, should be considered along with other criteria.
- (b) If a contract cannot be negotiated between BCESD9-SFR and the selected applicant, the negotiations with the next most qualified applicant will commence. BCESD9-SFR makes no guarantees to any applicant until such time as the BCESD9-SFR submits a purchase order or the Fire Chief / Logistics Chief approve the negotiated contract.

VI. Documentation/Procurement Records

All source documents supporting any given transaction (receipts, purchase orders, invoices, bid materials and selection reports) will be retained and filed in an appropriate manner. Whatever form of documentation and filing is employed, the purpose of this section is to ensure that a clear and consistent audit trail is established.

- At a minimum, source document must be sufficient to establish the basis for selection, basis for cost, and basis for payment.
- The **Purchase Order book**, that creates duplicate records and provides a PO number for reference, will be utilized to initialize **every** expenditure. The Finance Manager will use the white copy to enter transactions and reconcile expense statement; while the Admin Assistant retains the yellow copy for internal, office reference.
 - The PO record will contain: 1) an authorization signature 2) the GL number 3) a full description of the purchase, to include a vehicle ID number.

VII. **Conflict of Interest**

Persons associated with BCESD9-SFR shall not participate in the preparing of specifications, qualifying of vendors or the selection of successful bidders on products or services, in any procurements *where they have an interest in the award*. Such personal gain or interest would be deemed as a conflict of interest and shall not be permitted.

No one associated with BCESD9-SFR shall solicit or accept gratuities, favors or anything of monetary value from contractors or subcontractors.

VIII. **Penalties**

Anyone associated with BCESD9-SFR who knowingly and deliberately violates the provisions of this procurement policy will be open to civil suit by the BCESD 9. Such a violation of these procurement standards is grounds for dismissal by BCESD9-SFR or such sanctions as available under the law (if an elected official). Any potential contractor who knowingly and deliberately violates the provisions of these procurement standards will be barred from future transactions with the BCESD9-SFR.