



Policy 31: Procurement

Procurement Policy Purpose

It is the policy of Camden County Developmental Disability Resources (CCDDR) to implement sound procurement management practices that allow for competitive solicitations and fair determinations when awarding business services, products, and contracts to individuals or companies that wish to do business with CCDDR. All procurement management practices of the Board shall comply with applicable state and federal laws.

Procurement Situations

- Purchasing office supplies, equipment, office furnishings, professional services, etc. (anything involved with CCDDR operations)
- Purchasing/Leasing real property from third-parties
- Purchasing/Leasing vehicles from third-parties
- Purchase of supports/services on behalf of CCDDR clients
- Any other purchases for goods and/or services

No Competitive Bid Process

- The competitive bid process is not necessary for the purchase of a product or service less than \$12,000 from the same person or business within a 90-day period
- Legitimate attempts will be made to obtain multiple bids or proposals from multiple sources when feasible
- Purchases can be authorized based on cost, quality, and other related factors

Competitive Bid Process

- The competitive bid process is necessary shall be used for the purchase of a product or service \$12,000 or higher from the same person or business within a 90-day period (there are exceptions)
- A request for proposal (RFP) or Notice of Funding Available (NOFA) shall be published in a local newspaper and shall be posted on the CCDDR website
- Specific purchases of products or services requiring written agreements or contracts extending past a 90-day period will be considered a single purchase
- Purchases can be authorized based on cost, quality, and other related factors and must be approved by the Board

Exceptions to the Competitive Bid Process

- Emergencies
- Single feasible source
- Supports/Services for CCDDR clients paid through Waiver or other similar programs
- Supports/Services for CCDDR clients paid solely or partially by the Board
- Real property purchases
- Vehicles purchased through the Missouri Department of Transportation (MoDOT)
- Products or services utilized through existing state or county contracts

Emergencies

- There exists a threat to life, property, public health, or public safety
- When immediate expenditure is necessary in order to protect against loss of or damage to CCDDR property
- If a legal matter prompts immediate attention or response
- In order to prevent or minimize serious disruption in CCDDR services
- To ensure the integrity of CCDDR records
- An emergency is declared by the Executive Director in conjunction with the Board Chairperson or other combination of Executive Director, Board Officer, and Board Member confirmations

Single Feasible Source

- Supplies are proprietary and only available from the manufacturer or a single distributor
- Based on past procurement experience, it is determined that only one distributor services the region in which the supplies are needed
- Supplies are available at a discount from a single distributor for a limited period of time
- Notice must be posted of the proposed purchase if it is \$12,000 or more in a local newspaper, at CCDDR offices, and on CCDDR's website

Waiver Supports/Services

- Partnership for Hope Waiver Agreements
- Community Support Waiver Agreements
- Comprehensive Waiver Agreements
- Other Support/Service Agreements with the Department of Mental Health, Division of Developmental Disabilities

(Waiver support/service providers have contracts with the Department of Mental Health, Division of Developmental Disabilities – supports/services for CCDDR clients paid by the Board through Medicaid Waiver agreements or other contracts with the Department of Mental Health, Division of Developmental Disabilities, shall be done in accordance with the guidelines established within those agreements or contracts – those agreements or contracts are reviewed and approved by the Board)

Other Client Supports/Services

- Supports/Services for CCDDR clients who are not Medicaid eligible
- Supports/Services for CCDDR clients being paid for in conjunction with other not-profits, grants, etc.
- Supports/Services for CCDDR clients not paid for by any other source
- Housing Voucher Program (participating “landlords”)
- Local match being provided by the Board in conjunction with partnering agency grant awards

Real Property

- Various real estate professionals may need to be utilized (may need to be procured through competitive bid process)
- Legal counsel should be utilized to ensure all statutory and transactional requirements are met and/or reported
- Public meetings must be held
- Public announcements must be posted

MoDOT Vehicles & State/County Contracts

- MoDOT procures the vehicle selections
- State contracts are executed after the state procurement process has been completed
- County contracts are executed after the county procurement process has been completed

(CCDDR's procurement process has already been completed via MoDOT, state, or county procurement process)

Related to Procurement

- No specific requirements for reissuance of competitive bid process for ongoing services except for banking services, which must be every four years (CCDDR reviews previously awarded vendors to ensure cost effectiveness)
- Funding agreements with partnering agencies for capital/major purchases require the agencies to follow the CCDDR Procurement Policy
- Competitive bids are available for public inspection
- Missouri Prevailing Wage Law establishes a minimum wage rate that must be paid to workers on Missouri public works construction projects valued at more than \$75,000
- For assets whose original purchase price was \$6,000 or more, the Board must approve the disposal or sale of the asset (*Policy 17: Financial Management Practices – Please note proposed change to \$12,000 coming in 2022 to reflect the Policy 31: Procurement revision effective September 9th, 2021*)



Questions?