

POLICY

PROCUREMENT AND PURCHASING

1) BACKGROUND

As a Department under the Will County Executive's Office, the Workforce Investment Board must adhere to the Purchasing Procedures adopted by the Will County Board.

These purchasing procedures ensure that:

- All Workforce Investment Board of Will County reimbursements comply with applicable federal, state, and local laws, regulations, and policies;
- Provide safeguards for the maintenance of a reimbursement system of quality and integrity; and
- Provide guidelines for purchases of equipment, materials, supplies, and services for the operational requirements of the Workforce Investment Board, and the reimbursement of those purchases.

2) OBJECTIVES

The underlying purposes and policies of this ordinance are:

- A. to invite competition, to guard against favoritism, improvidence, extravagance, fraud, and corruption, and to secure the best work or supplies at the lowest possible price;
- B. to provide for fair and equitable treatment of all persons involved in purchasing by the Workforce Investment Board of Will County;
- C. to provide to increased public confidence in the procedures followed in public procurement;
- D. to simplify, clarify, and modernize the policies governing procurement by the Workforce Investment Board of Will County;
- E. to maximize to the fullest extent practicable, the purchasing value of public funds in procurement;
- F. to foster broad-based competition within the free enterprise system;
- G. to provide safeguards for the maintenance of a procurement system of quality and integrity; and
- H. to provide guidelines for purchases of equipment, materials, supplies, and services for the operational requirements of the Workforce Investment Board of Will County, insuring competitive and unbiased selection of vendors.

3) RECOMMENDATIONS

As a department under Will County, the Workforce Investment Board shall follow the purchasing and procurement policies of the County of Will as provided in the Will County Purchasing Ordinance.

This Ordinance and amendments can be accessed at:

http://www.willcountyillinois.com/Portals/0/Purchasing_Ordinance_11-20-08.pdf

In addition, the Workforce Investment Board shall ensure that documentation of a comparative cost analysis when there are not multiple bidders responding to an RFP to confirm the reasonableness of the proposed contract and for procurement actions in excess of the simplified acquisition threshold as required in Uniform Guidance 2 CFR 200.323(a). This documentation will include:

- Cost information regarding the service or product that is being procured
- The source and date that the information was compiled
- The conclusion / recommendation of the comparative cost analysis and rationale
- Information regarding who completed the analysis
- Signature of individual that completed the analysis

Approved: July 15, 2002
Motion: J.D. Ross
Second: Deb Teuteberg

Revised: December 2005 on a written ballot

Revised: February 9, 2009
Motion: Greg Dover
Second: Steve Rockwell

Revised: February 8, 2016
Motion: Herb Brooks
Second: Deb Daniels
Abstain: John Greuling