

PROCUREMENT POLICY

The procurement policy could include the following items:

- Policy reflects applicable local and state law

 - Local law could be reflected in a separate policy

 - Public Purchases Law and Public Works Law

- Policy reflects federal laws

- Description of technical requirements for materials, products and services

- Conflict of interest standards

- Standards on gratuities

- How to deal with employees who violate the conflict of interest and/or gratuities standards

- Required documents for contract files (should document significant procurement history)

- Methods of procurement (authorizing, contract type, selecting and rejecting contractors, etc.)

- Verification that procurement provides full and open competition

- Requirement of a cost analysis

- Procedures to verify suspension and debarment and reaction when a vendor is suspended or debarred