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