

Local Government Procurement Policy Outline

- I. General Provisions
 - a. General
 - b. Application
 - c. Definition
 - d. Changes in laws and regulations
- II. Ethics in Public Contracting
 - a. General
 - b. Conflicts of Interest
 - c. Gratuities, Kickbacks, and Use of Confidential Information
 - d. Prohibition against contingent fees
- III. Procurement Planning
- IV. Procurement Methods
 - a. Micro Purchases
 - b. Small Purchase Procedures
 - c. Sealed Bids
 - i. Conditions for using Sealed Bids
 - ii. Solicitation and receipt of bids
 - iii. Bid Opening and award
 - iv. Mistakes in bids
 - d. Competitive Proposals
 - i. Conditions for use
 - ii. Form of solicitation
 - iii. Evaluation
 - iv. Negotiations
 - v. Award
 - vi. Administrative/Engineering Services
 - e. Noncompetitive Proposals
 - i. Conditions for use
 - ii. Justification
- V. Cost and Price Analysis
 - a. Micro Purchases
 - b. Small Purchases
 - c. Sealed bids
 - d. Competitive Proposals
 - e. Contract Modifications
- VI. Solicitation and Advertising
 - a. Method of Solicitation
 - Micro purchases
 - Small purchases
 - Sealed bids and competitive proposals
 - b. Time Frame
 - i. Form
 - ii. Time period for submission of bids

iii. Cancellation of solicitations

1. An IFB, RFP, or other solicitation may be canceled
2. A solicitation may be canceled
3. The reasons for cancellation must be documented
4. A notice of cancellation shall be sent
5. If all otherwise acceptable bids received
6. If problems are found with the specifications

VII. Bonding Requirements

- a. Bid Bonds
- b. Payment bonds
- c. These bonds must be obtained

VIII. Contractor Qualifications and Duties

- a. Contractor Responsibility
 - i. Have adequate financial resources
 - ii. Be able to comply with the required
 - iii. Have a satisfactory performance record.