

BEFORE THE BOARD OF HEALTH
SPOKANE REGIONAL HEALTH DISTRICT
RESOLUTION #20-02

RE: AUTHORIZING ADOPTION OF A REVISED PROCUREMENT POLICY

WHEREAS, Resolution #08-04 establishes the Spokane Regional Health District Board of Health procurement of goods and services by the Spokane Regional Health District through the adoption of a procurement policy; and


WHEREAS, it is the desire of the Board of Health to provide clarification and understanding of the procurement policy to Spokane Regional Health District.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF HEALTH that the attached procurement policy is hereby adopted, and

BE IT FURTHER RESOLVED that the provisions of the attached Procurement Policy shall be effective immediately upon signature as of this date.

Signed this 30th day of January 2020 in Spokane, Washington.

SPOKANE REGIONAL HEALTH DISTRICT
BOARD OF HEALTH



CHAIR, MAYOR BEN WICK



BREEAN BEGGS, COUNCILMEMBER



KEVIN FREEMAN, MAYOR

ABSENT

AL FRENCH, COMMISSIONER



ANDREA FROSTAD, BOARD MEMBER



CHUCK HAFNER, BOARD MEMBER



VICE CHAIR, COMMISSIONER MARY KUNEY




JOSH KERNS, COMMISSIONER




JASON KINLEY, BOARD MEMBER




KAREN STRATTON, COUNCILMEMBER



LINDA THOMPSON, COUNCILMEMBER



BETSY WILKERSON, COUNCILMEMBER

	POLICY: Procurement of Goods & Services	NUMBER:
	DATE ENACTED:	REVIEW DUE:
	DIVISION:	APPROVER:

PURPOSE: To ensure the procurement of goods and services by SRHD is reasonable, properly documented, and aligns with Uniform Guidance: 2 CFR 200.

SCOPE: All SRHD employees and Board of Health members.

POLICY: All purchases, regardless of the amount, must go through the procurement process. The procurement process conforms with RCW guidelines for a competitive and noncompetitive bid process, cooperative purchasing agreements, government contracts, and the Small Works Roster (currently in development). Grant applications that identify partners for agency initiatives should be vetted in accordance with the procurement policy.

Purchases that are \$0.01 to \$9,999.99 (pretax) must have a single quote or proof of pricing as per the procurement procedure. A purchase that exceeds the threshold limits may not be deliberately broken up into multiple requests with smaller amounts, solely to qualify for the less complicated procedures.

Due to the cost savings associated with large purchasing agreements, staff are required to use the Washington State Department of Enterprise Services (WA DES) Master Contract (RCW 39.34.030). Contracts competitively bid by Washington State that comprise the State Master Contract can be used in place of obtaining quotes or formal proposals.

Purchases and contracts that are \$10,000 - \$49,999.99 (pretax) must follow the procurement procedure as listed below and have Administrative Officer approval. Change orders 20% over contract or purchase total will require Administrative Officer approval.

1. WA DES Master Contract
2. Cooperative Group Purchasing Organization (GPO) agreements (RCW 39.34.030)
3. SRHD small works roster (*currently in development*)/Municipal Research and Services Center (MRSC) small works roster
4. Multiple quotes, with a minimum of three quotes required

To use the Cooperative Group Purchasing Organization (GPO) agreements, SRHD and the GPO must have a current registration, account, and/or agreement on file with the Finance Department.

Purchases and contracts from \$50,000 or more must follow the procurement procedure below and have Administrative Officer approval. Change orders 20% over contract or purchase total will require Administrative Officer approval.

1. WA DES Master Contract
2. Request for Qualification (RFQ) and /or Request for Proposal (RFP) for the bidding process. Process outlined in the Procurement Procedure.

Purchases and contracts more than \$100,000 will require Administrative Officer and Board of Health approval. Change orders 20% over contract or purchase total will require Administrative Officer and Board of Health approval.


Federal GSA contract can be used by Health Districts only in a declared health emergency using federal grant funds.

In line with RCW 39.04.280: When services are only available by one source with no alternatives, SRHD staff must submit a sole source form and supporting documentation. Sole source procurement must be pre-approved by the Administrative Officer or designee.

Training

Purchasing coordinators are required to take training classes from the Washington State Department of Enterprise Services Training for Small Purchasers. A small purchaser makes purchases with a purchasing card (P-card) within established limits of authority, conducts small procurement from master contacts, conducts low-risk direct buys within limits of authority and purchases supply inventory, stockrooms, office supplies. Listed below are the required training courses:

1. WA State Small Purchases Non-Credit Training
2. WA State Purchasing and Procurement Ethics Non-Credit Training
3. WA State Master Contracts.

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Oversight

The responsibility for procurement oversight is with the Finance Director. The Finance Director is responsible to ensure that purchases made through the procurement process are monitored in compliance with the account code parameters that are provided by the State Budget, Accounting and Reporting System (BARS).