

Early Learning Coalition of Florida's Heartland, Inc.

Attachment 1.1.3

Subject: Procurement		Policy/Procedure # FM-3	
Page: 1 of 2		Adoption Date: 8.22.07	Revision Date: 04.02.08
Approved by: ELCFH Board		Title: Andrew Bible, Chair	
Distribution: Upper Administrative staff; Finance staff		Authority References: Executive Director, Associate Director: Finance	

Purchasing policy

- All bidders must be afforded equal opportunities to quote and are to compete on equal terms.
- The Coalition will buy only from suppliers who have adequate financial strength, high ethical standards, and a record for adherence to specifications, maintaining shipping promises, and giving a full measure of service. New sources of supply will be given due consideration as multiple sources of supply are necessary to ensure availability of materials and adequate price competition.
- Contracts entered into by the Coalition should always include a time frame for each task and for completion, a payment schedule, and sufficient terms and conditions to adequately define the scope of work and expectations of the parties.
- The Coalition's members and employees shall fully comply with Chapter 112, Florida Statutes, "Code of Ethics for Public Officers and Employees." The Coalition's members and employees shall not accept gifts from suppliers or potential suppliers at any time.
- The Coalition is prohibited from transacting business with anyone convicted of a public entity crime (see Section 287.133, Florida Statutes) or who has been debarred or excluded from entering into federal contracts or from receiving federal funds. A Public Entity Crime clause must be included in all contracts.
- Procurement must be consistent with the Generally Accepted Accounting Practices (GAAP), OMB Circular A-110, OMB Circular A-122 and Chapter 287, Florida Statutes.
- The procurement of goods and services shall be obtained according to the Florida Statute, Chapter 287 and the following guidelines based on the total value of the goods and services:
 - ⊖ Purchases **\$5,000** or less: The Executive Director may purchase goods or services costing \$5,000 or less by any means that is expedient and based on reasonable business practices.

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- Purchases **\$5,001 to \$24,999**: The Executive Director may purchase goods or services costing more than \$5,000 but equal to or less than \$24,999 based on a minimum of three (3) written quotations or a Request for Proposal (RFP). The quotes or proposals shall indicate how long the quote or proposal is valid and identify any conditions of the quote or proposal. The Executive Director will report the purchases at the Coalition Board Meeting.
- Purchases **\$25,000 and above** require a RFP accompanying the purchase request. A RFP for services shall be issued and newspaper advertising as necessary. This shall be a sealed, competitive bidding process. Once opened and analyzed the bid results will be presented to the Executive Director and the Coalition Board for their decision.
- Where services are contract related or implied, such as monthly rental payment, accounting, janitorial, or utility bills, aside from the initial contract commitment, the information flow generally begins with Coalition receiving an invoice.
- In situations where a single source for equipment and material requested is all that is available, the bid process is unnecessary. The purchase order will be so noted and proper signature will be required as above. A sole source purchase requires a memo describing the rationale and justifying the reason for the sole source purchase.