

Buncombe County Procurement Policy – 2023 Revision

Summary of Updates/Changes

County staff worked to revise and consolidate the following policies into a new Procurement Policy: Contracts Policy, Gift Cards Policy, Meals and Meeting Expense Policy, Procurement Policy, Procurement Card Policy, and Surplus Personal Property Policy.

Below is a list of proposed changes in the new Procurement Policy draft. Only additions, edits, and removal of existing language is included. Otherwise, language remains the same from previous/existing policies.

Section	Add/Edit/Remove
Policy Section 1 - Purpose	(Add) "...all legal guidelines set forth in Federal Uniform Guidance, ..., and local Resolutions and Ordinances."
Policy Section 2 – Applicability	(Add) "...all Buncombe County departments, employees, partners, alternate workers, affiliated agencies, and any individual purchasing on behalf of Buncombe County."
Policy Section 3.1 – Incurring Financial Obligations	(Edit) Language originally included in Contracts policy, promoted to own section in new draft of Procurement Policy.
Policy Section 3.1.3 – Incurring Financial Obligations (Termination Clause)	(Remove) "Non-appropriation Clause: If a contract is not associated with a project ordinance, more than 12 months in length, cross county fiscal years, and require funding from subsequent county budgets; then a clause allowing the County to terminate the contract if funding is not available in future fiscal years or Board approval is required." Moved related guidance to procedures document.
Policy Section 3.2.1 – Gifts and Favors	(Add) "Certain items and situations are excluded as listed in the Conflict of Interest Policy section 3.2."
Policy Section 3.2.1.2 – Gifts and Favors	(Edit) "...3.2.1.2.County employees, partners, alternate workers, affiliated agencies, and any individual purchasing or acting on behalf of Buncombe County..."
Policy Section 3.2.2.2 – Signature Authority	(Edit) Moved existing table with amounts to procedures document, added language "per North Carolina state law.
Policy Section 3.2.2.3 – Signature Authority	(Edit) Included language that all contracts resulting in a financial obligation require a pre-audit from the Finance Director.
Policy Section 3.2.2.5 – Signature Authority	(Edit) Removed statute that was previously located here and attempted to make clearer
Policy Section 3.2.3.2 – Thresholds (Purchases with Federal Funds)	(Add/Edit) "3.2.3.2. Purchases made with Federal funds must be made according to the dollar thresholds outlined in Federal Uniform Guidance. These thresholds are listed in the accompanying procedures."
Policy Section 3.2.3.3 – Thresholds (Consider All Costs)	(Add) "...partners, alternate workers, affiliated agencies, and any individual purchasing on behalf of Buncombe County..."
Policy Section 3.2.4.5 – Competitive Bidding and Solicitation (HUB/WMBE)	(Edit) Language included which mirrors WMBE language in Bidder Prequalification Policy section 3.1.3.

Policy Section 3.2.4.6 – Competitive Bidding and Solicitation (HUB/WMBE)	(Add) Language to link policy to Bidder Prequalification Policy
Policy Section 3.2.6.1.1 – Purchases with Additional Guidelines (Vehicles)	(Edit) Clarified by referencing the County’s Sustainable Fleet Policy. The Sustainable Fleet Policy states, “To ensure that all vehicle purchases align with the County’s GHG goals, proposed vehicle purchases will be assigned to a tiered system, assigned by Fleet Management...”
Policy Section 3.2.6.2.2 – Purchases with Additional Guidelines (Food)	(Edit) Changed “necessary and integral” to “necessary and convenient”
Policy Section 3.2.6.2.4 – Purchases with Additional Guidelines (Food)	(Add) Included language about purchasing food with grant funds
Policy Section 3.2.6.2.9 – Purchases with Additional Guidelines (Food)	(Add) Language for treatment of food purchases made for demonstrations, direct service, or for stocking common areas now included
Policy Section 3.2.6.3.1 – Purchases with Additional Guidelines (Technology)	(Edit) Changed “Purchase of Information Technology related items...” to “Procurement of Information Technology related items...”
Policy Section 3.3.2.2 Procurement Methods (Contracts)	(Edit) “...3.3.2.2.No County officer, employee, contract worker, alternate worker, or any individual involved in making or administering a contract on behalf of the County.”
Policy Section 3.3.2.4 Procurement Methods (Contracts)	(Edit) Language now more concise and references procedures for Contract Control Process and approval chain.
Policy Section 3.3.2.7 Procurement Methods (Contracts)	(Edit) Changed language from “All Contracts” to “If a contract requires...”
Policy Section 3.3.3 Procurement Methods (Purchase Orders)	(Edit) Condensed language previously in both Purchase Order and Blanket Purchase Order sections of the existing Procurement Policy.
Policy Section 3.3.3.2 Procurement Methods (Purchase Orders)	(Add) New language allows for exceptions for when Purchase Order is not needed, referencing detail in procedures.
Policy Section 3.3.4 Procurement Methods (Fuel Cards)	(Add) Policy now includes a section for Fuel Cards.
Policy Section 3.4.6 – Disposal of Surplus Property (Federal Funds)	(Add) “Disposal of property purchased using Federal funds shall follow the procedures required by the funding agency.”
Policy Section 3.5 – Gift Cards	(Edit) Language rewritten to be more concise.
Policy Section 3.6 – Procurement Procedures	(Add) Language about Procurement procedures included.
Policy Section 6 – Definitions	Definitions section added.