

New Procurement Policy

11/7/2023



Purpose of Presentation

- Discuss updates to the Procurement Policy and provide background
- Answer questions about the new Procurement Policy



Background – Existing Policies

“Procurement Manual” adopted by BoCC on 11/20/2018, containing the following policies:

- Contracts Policy
- Gift Card Policy
- Meals & Meeting Expense Policy
- Procurement Policy
- Procurement Card Policy
- Surplus Personal Property Policy
- **Travel Policy**

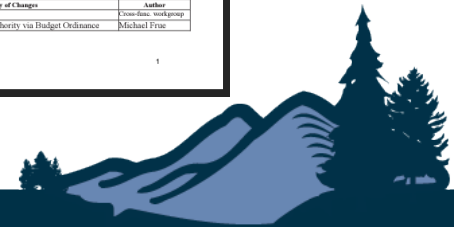
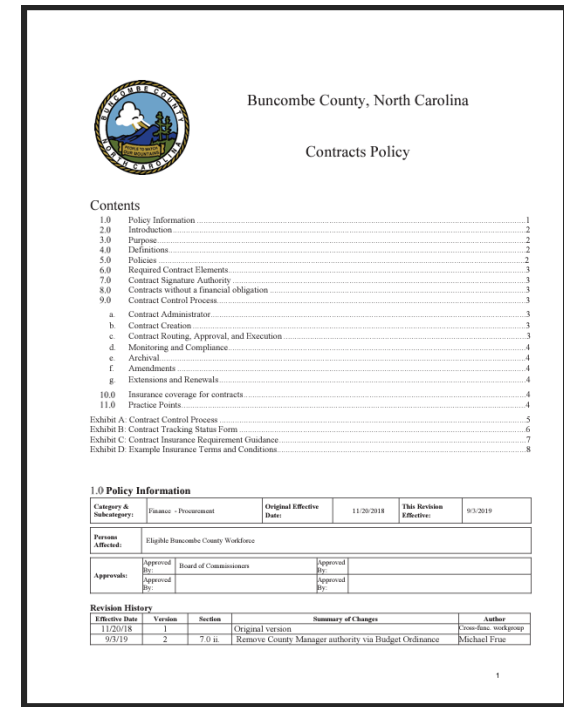


Contracts Policy

Purpose: To guide staff through contract life-cycle management for any contract to which the county is or will be a party.

Major Policy Topics:

- Contract Signature Authority and Pre-Audit Requirement
- Required contract elements
- Contract Control Process




Gift Card Policy

Purpose: To minimize or eliminate the risks associated with gift cards while maintaining the integrity of program requirements.

Major Policy Topics:

- Centralized procurement and distribution of gift cards through Finance department
- Limited use of gift cards
 - Grant-funded programs and uses
 - Client assistance and support programs



Buncombe County, North Carolina

Gift Card Policy

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1.0 Policy Information

Category & Subcategory:	Gift Cards	Original Effective Date:	4/30/2018	This Revision Effective:	2/16/2021
Person Affected:	Eligible Buncombe County Workforce				
Approval:	Approved By: County Manager	Approved By: Finance Director	Date Approved:	Date Approved:	

Revision History

Effective Date	Version	Section	Summary of Changes	Author
4/30/2018	1		Original version	
4/30/2018	2	3.0 & 6.0	• Added definition of "grant funded" • Included grant-funded uses as authorized in general, removed statements of specific grant-funded programs	
2/16/2021	3	6.4 & 6.5	• Clarified authority to purchase gift cards with a procurement card • Clarified authority of Finance Director/CFO to designate Gift Card Listees • Expanded allowable usage of gift cards for service delivery	




Meals & Meeting Expense Policy

Purpose: Establish guidelines for the purchase of food for County activities and events.

Major Policy Topics:

- When food purchases are allowed
- Considerations when planning for food expenses:
 - Appropriateness
 - Cost Effectiveness
 - Documentation
 - Special Accommodations
- Emergency or extenuating circumstances may exist



Buncombe County, North Carolina
Meals and Meeting Expense Policy

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1.0 Policy Information

Category & Subcategory:	Expense/Meals and Meetings	Original Effective Date:	4/10/2018	This Revision Effective:	4/10/2018
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Persons Affected:

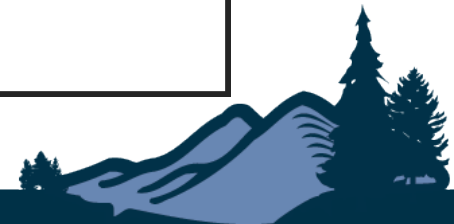
Eligible Buncombe County Workforce	
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Approvals:

Approved By:	County Manager	Approved By:	Assistant County Manager
Date:		Date:	
Approved:		Approved:	

Revision History

Effective Date	Version	Section	Summary of Changes	Author




Procurement Policy

Purpose: To guide to all parties responsible for obtaining apparatus, supplies, materials, equipment and services.

Major Policy Topics:

- Guidance on Purchases by Type (e.g., Goods, Services, etc.)
- Processes for Bidding, Delivery and Performance
- Methods of Procurement (e.g., Purchase Orders, Contracts, etc.)
- Minority, Women, and Small Business Suppliers



Buncombe County, North Carolina

Procurement Policy

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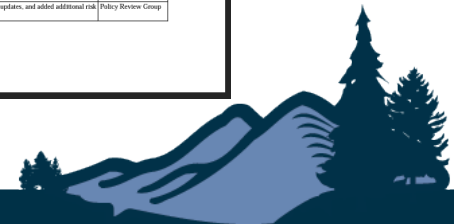
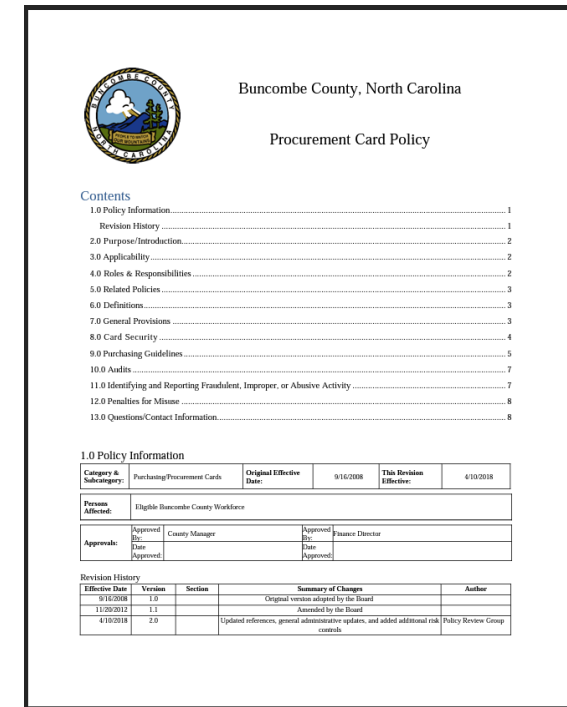


Procurement Card Policy

Purpose: To provide an efficient, cost-effective method of purchasing and paying for goods and services.

Major Policy Topics:

- Administration of P-Cards in Finance
- Mandated regular training for all P-Card holders
- When a P-Card may/may not be used




Surplus Personal Property Policy

Purpose: To establish procedures for efficient processing and disposal of County surplus property.

Major Policy Topics:

- Administration of surplus property disposal in Finance
- Processes for disposal of surplus property
- Purchases of surplus property by employees



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Surplus Personal Property Policy

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1.0 Policy Information

Category & Subcategory:	Finance - Surplus Property	Original Effective Date:	9/11/2015	This Revision Effective:	9/7/2019
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Persons Affected: Buncombe County Department

Approved By:	Board of Commissioners	Approved By:	
Approved By:		Approved By:	

Revision History

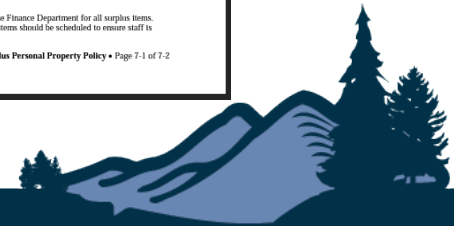
Effective Date	Version	Section	Summary of Changes	Author
9/11/2015	1		Original version	Finance
11/29/2018	2		Format, inclusion in Procurement Manual	Finance
9/17/19	3	4.0	Authority by County Manager or designee	Michael Fran

2.0 Introduction
At certain times, county departments may choose to remove or replace various supplies or equipment. When a County department determines that such personal property is no longer functional for governmental purposes the property will be offered to County departments or disposed of in accordance with NCGS Ch. 160A, Art. 12.

3.0 Purpose
To establish procedures for efficient processing and disposal of surplus property.

4.0 Policy and Procedures
A Surplus Property Form should be completed and returned via email to the Finance Department for all surplus items. Please contact Procurement for the appropriate form. Delivery of surplus items should be scheduled to ensure staff is available to accept the items.

Procurement Manual Section 7 Surplus Personal Property Policy • Page 7-1 of 7-2



Multi-Phased Policy Review Process



New Procurement Policy

- Combines related policies (all except Travel) and moves procedural elements to procedures document
- Enhances equity to align with County goals and core values
- Overall edits to add needed language, clarify, consolidate existing content, align to other approved policies, remove unnecessary language



Related Policies Now Combined

New Procurement Policy consolidates prior policies into the following sections:

New Policy Section	Contracts	Gift Cards	Meals & Meetings	P-Card	Surplus Personal Property
3.1 Incurring Financial Obligations	X				
3.2.2 Signature Authority	X	X			
3.2.6 Purchases with Additional Guidelines			X		
3.3 Procurement Methods	X			X	
3.4 Disposal of Surplus Property					X
3.5 Gift Cards		X			

Equity

- Language has been added to enhance equity & inclusion
- Similar language found in Prequalification of Bidders for Construction or Repair Projects, approved 9/7/2021

From new policy draft:

“When soliciting for competitive proposals or bids, the County shall solicit directly to vendors who provide the goods or services needed for the purchase and are certified by the State Office of Historically Underutilized Businesses (HUB) or have identified themselves as a Woman or Minority-Owned Business Enterprise (WMBE) through registration with the County. This should be done in addition to any other processes or advertisements used to identify and solicit potential participants.”



Procurement Policy Changes

Adds

Strengthened language regarding adherence to Federal Guidelines

Expanded applicability to more users

Requirement for procurement procedures to be created/managed by Finance staff and references throughout

Included a section for Fuel Cards as a means of Procurement

More language concerning food purchases

Edits

Clarified existing policy language

Made existing policy language more concise

Aligned existing policy language with other County approved policies

Removes

Non-Appropriation Clause requirement for **all** contracts

Unnecessary statute references

Procedural language; now included in procedures document



Questions?

