



COLLABORATIVE PLANNING FOR NORTHERN ILLINOIS

Region 1 Planning Council

RESOLUTION NO. 2022- 05

A Resolution Adopting Updates to Board Policy: Procurement Policy

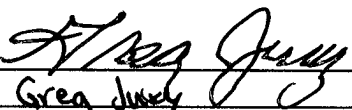
WHEREAS, the Board of Commissioners of the Region 1 Planning Council has reviewed the proposed updates to the Region 1 Planning Council Procurement Policy;

WHEREAS, it is the finding and conclusion of the Board that the proposed policies, including any Board-proposed and adopted changes to the draft, meet the needs of Region 1 Planning Council in managing its financial expenditures.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Region 1 Joint Planning Commission, the policy, as updated and attached hereto, is hereby adopted and shall become effective immediately.

Passed and approved this 14th day of September, 2022.

REGION 1 JOINT PLANNING COMMISSION



Greg Jusky
Commission Chair



Karl Johnson
Commission Vice-Chair



Procurement Policy

I. PURPOSE.

The purpose of this Procurement Policy is to establish the Region 1 Planning Council (R1) procurement standards for the acquisition of goods and services.

R1's Procurement Policy is designed to ensure timely, efficient, and economic procurement consistent with good business practice and applicable law. Unless stated otherwise, these policies apply to all procurement actions regardless of funding source and payment method. All purchases shall be reasonable and necessary, non-duplicative, and shall be made competitively, where practicable. Performance, quality, suitability, delivery, and service are factors to be considered when purchasing.

II. POLICY STATEMENT.

The R1 Policy is as follows:

- A. R1's primary objective in purchasing is to procure goods and services for the highest value appropriate to the required need.
- B. To make the most efficient use of resources available to R1 from its funding sources, both public and private.
- C. To obtain competitive pricing in the procurement of goods and services.
- D. To maintain an open and competitive process, whereby all responsible suppliers will receive proper consideration.
- E. When a bid process is utilized, the lowest responsible and responsive bidder, conforming to bid specifications, will be given greater consideration.
- F. When comparable goods and services are available, the lowest responsible and responsive supplier will be given greater consideration.
- G. When using either the bid process or standard procurement process and all other factors are equal, local vendors may receive preference when permitted by law.
- H. Employees of R1 must neither solicit nor accept gratuities, favors, or anything of monetary value from suppliers or bidders. Solicitation for or acceptance of anything of monetary value for the employee will result in disciplinary action up to and including termination of employment.
- I. R1 employees may not participate in the selection, award, or administration of a purchase or procurement contract if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties has a financial or other interest in or tangible benefit from suppliers or firms considered for contract.
- J. All bids and quotes are subject to the State of Illinois Freedom of Information Act; however, bids, quotes, and proposals shall not be used by vendors or R1 to gain unfair competitive advantage either prior to, during, or after the competitive bidding process.

Effective 10/25/2018 by approval of Region 1 Planning Council Board. Updated: 9/14/2022.

- 41 K. Based on the federal standards contained in 2 CFR 200.321, R1, as a federal grantee agency, will
42 take all necessary affirmative steps to assure that minority businesses, women’s business
43 enterprises, and labor surplus area firms are used when possible.
44 L. Other requirements specified by the most current version of 2 CFR 200 pertaining to the
45 procurement of goods and services.
46

47 **III. APPROVALS AND AUTHORIZATIONS.**

48 Region 1 Planning Council Board has delegated the responsibility and authority for implementing this
49 policy to the Executive Director (or designee.) The Executive Director is authorized to develop, install, and
50 manage the operation of appropriate business systems to accomplish the purchasing function. Any
51 revisions or amendments to this policy must be submitted to the Board for approval.

- 52 A. The Executive Director (or designee) shall be responsible for establishing and implementing
53 operational procedures for procurement of goods and services, and to maintain appropriate
54 business systems to comply with this policy and best practices.
55 B. The Executive Director (or designee) has the responsibility and authority to direct the day-to-day
56 operation of purchasing activities and the processing of procurement transactions.
57

58 **IV. GOODS AND SERVICES PROCUREMENT.**

- 59 A. **Expense Pre-Approval.** It is the policy of R1 that the Expense Pre-Approval Form will be a standard
60 document utilized for the systematic procurement of goods and services for R1; shall be the sole
61 documentation required for the procurement and payment of goods and services with a
62 monetary value of \$3,000 or less, as well as quotes (if required), invoice, and applicable shipping
63 notice; and must have an authorized signature by the Executive Director prior to payment
64 processing.
65 B. Goods and services may not be received prior to the encumbrance of necessary funds in the
66 general ledger; and goods and services that have been ordered and received on or before June
67 30th will have funds available in the current year’s budget for payment within the first 30 days of
68 the new fiscal year. Any items or services received after June 30th must have a new fiscal year
69 approval completed.
70

- 71 **V. VENDOR SELECTION.** R1 may evaluate prospective vendors to determine responsibility
72 including, but not limited to: *suspension and debarment status, conflict of interest,*
73 *certifications, financial disclosures, taxpayer identification number, past performance in*
74 *business or industry, references (of its choosing), compliance with applicable laws, financial*
75 *responsibility, insurability, effective equal opportunity compliance, payment of prevailing*
76 *wages if required by law, capacity to produce or sources of supply, and the ability to provide*
77 *required maintenance service or other matters relating to the Respondent’s ability to deliver*
78 *in the quality and quantity within the time and price as specified in this solicitation.*
79
80

81 **VI. PURCHASE TYPES.**

82 Purchase Types are defined to establish the minimum requirements authorizing procurement of
 83 goods and services on behalf of R1.
 84

85 Table: 1.0 –Procurement Requirement Summary

Policy Detail	Purchase Type	Threshold	Minimum Requirement
V.A.	Micro-Purchase (goods, services)	\$4,999 and under	Executive Director approval
V.A.	Micro-Purchase (construction)	\$7,500 and under	Executive Director approval
V.B.	Small Purchases	\$ 5,000 to \$30,000	Three quotes minimum required
V.C.	Large Purchases	\$30,001 and above	Formal competitive bid or RFP process Requires Board approval
V.D.	Emergency Purchases	As determined by Executive Director	Board notification

- 86
- 87 A. Micro-Purchase Procedures.
- 88 1. Purchases of non-construction-related goods or services in the aggregate amount of \$4,999
 89 or less shall be considered micro-purchases.
- 90 2. Purchases of construction-related goods or services in the aggregate amount of \$ 7,500 or
 91 less shall be considered micro-purchases and shall be subject to all applicable requirements
 92 contained in the Davis-Bacon Act and Illinois Prevailing Wage Act.
- 93 3. Micro-purchases shall be distributed equitably among qualified suppliers.
- 94 4. Micro-purchases may be awarded without soliciting competitive quotations if the department
 95 head initiating the transaction and the Executive Director (or designee) consider the price to
 96 be reasonable.
- 97
- 98 B. Small Purchase Procedures.
- 99 1. Purchases for goods and services in the aggregate amount between \$ 5,000 to \$30,000 shall
 100 be considered Small Purchases.
- 101 2. Small Purchases shall be submitted on a R1 purchase requisition or purchase order form,
 102 and must include detailed information regarding the item or service to be purchased.
- 103 a. For purchases between \$2,001 to \$30,000, R1 shall obtain a minimum of three written
 104 quotes, and may use a Request for Proposals (RFP) for services, if appropriate. The
 105 purchase requisition or purchase order must include the backup documentation of
 106 the quotes obtained.
- 107 b. For purchases between \$2,001 to \$30,000, the requirement for three written quotes
 108 is waived if the–goods or services are available through competitively solicited

109 contracts bid and are negotiated by the State of Illinois, U.S. General Services
110 Administration, or other lead public agency or non-profit government purchasing
111 alliance in accordance with public purchasing rules and regulations as allowed by
112 Illinois State Statute (5 ILCS 220/3). The purchase requisition or purchase order must
113 include documentation regarding the contract method utilized for the purchase.
114

115 C. Large Purchase Procedures.

116 1. Purchases for goods and services in the aggregate amount of \$30,001 and above shall be
117 considered Large Purchases. Splitting orders and/or paying from two consecutive fiscal years
118 to avoid this limit violates this policy.

119 2. Large Purchases shall follow the Competitive Bid Procedures established by this policy.

120 a. Competitive Bid Procedures.

121 It is the policy of R1 to allow for competitive prices when practical and that the use of a
122 bid system shall be used to carry out this Policy as follows:

123 1. Bid Types:

124 a. Formal sealed bids (formal bid) shall be used when the projected monetary
125 value of goods and services to be procured exceeds \$30,000.

126 b. Requests for Proposals (RFP) may be used in lieu of formal sealed bid when
127 the good or services required, due to their nature, do not fall in a classification
128 for which clearly established technical specifications can be provided to
129 bidders.

130 2. Steps in the Bidding Process:

131 a. R1 Directors (or their designees) will prepare specifications for goods and
132 services to be bid. The Executive Director (or designee) will assist in the
133 preparation of specifications upon request; however, the final determination
134 as to the quantity, quality, and technical specifications of the goods or
135 services shall be the responsibility of the requesting Director.

136 b. Once the formal bid solicitation or RFP has been created, the Executive
137 Director (or designee) shall verify with the Executive Director that funds are
138 available to support the procurement.

139 c. The requesting R1 Director will submit the formal bid solicitation or RFP to
140 the Executive Director for review and approval prior to being released to
141 potential bidders.

142 d. Formal bid solicitations and RFPs shall include:

143 i. an introductory letter

144 ii. purchase terms and conditions

145 iii. bid specifications and requirements

146 iv. bid guidelines

147 v. bid/quote list/sheet

148 e. Public notice of the formal bid solicitation or RFP shall be published in at
149 least one local newspaper in the relevant city or county where the goods
150 and/or services will be needed and/or posted to a business-to-business

- 151 commerce application. Public notice outlet selection shall be at the
152 discretion of the Executive Director (or designee). This public notice shall
153 include:
- 154 i. a general description of the good or service to be purchased;
 - 155 ii. where bid or proposal specifications are located; and
 - 156 iii. the time and place for opening bids.
- 157 f. A public bid opening of all submitted bids.
- 158 g. The Executive Director (or designee) will prepare an analysis of bids
159 received for presentation review in advance of the meeting. Analysis
160 shall include a detailed bid summary and a history of prior awards and
161 business recently transacted between the R1 and responsive bidders.
- 162 h. The Executive Director (or designee) will make a recommendation for
163 approval by the R1 Board or Executive Committee (whichever is next
164 available to review and approve large purchase contracts and bid
165 awards.)
- 166 i. The Executive Director (or designee) will issue an order for the awarded
167 goods and services only after approved by the Board.
- 168 j. The Executive Director (or designee) will notify all bidders of the results
169 of bid award/contract.
- 170 k. After award of contract or bid, original bids, quotes, or proposals
171 submitted by vendors will be retained by the R1 for at least three (3)
172 years, or as required by law.
- 173
- 174 3. Awarding Bids and Contracts. It is the policy of Region 1 Planning Council:
- 175 i. To pursue competitive pricing in securing goods and services, including through
176 joint buying opportunities when practicable.
 - 177 ii. To make the most efficient use of all funding agency resources. When
178 comparable goods and services are available, the supplier with the lowest
179 price will be given greater consideration. When the bid process is utilized,
180 the lowest responsible and responsive bidder conforming to the
181 specifications will likewise be given greater consideration.
 - 182 iii. The R1's primary purchasing objective is acquiring the greatest value and,
183 as such, price may be, at times, a secondary consideration.
 - 184 iv. In addition to price and terms of sale, such as conditions for award of bid,
185 the following shall also be given great consideration: quality of goods bid,
186 the financial condition and proven ability of the supplier, ability to provide
187 goods and services in a timely manner, and the history of the supplier in
188 past dealings with R1.
 - 189 v. In awarding of bids, the location of the supplier will be considered only
190 when allowable by law, and in such case the ability to provide regional
191 assistance is advantageous.
 - 192 vi. To be fair and equitable, giving all viable vendors proper consideration.

235 manner prescribed by the manufacturer.

236

237 **VIII. CREDIT CARD POLICY.**

238 R1 may obtain credit cards in order to advance operational efficiency with specific focus on
239 charging and payment of business and internet expenses such as air fares, lodging, car rental,
240 hotels, other ground transportation, meals, and other miscellaneous items that cannot be
241 conveniently paid for by other means.

242

243 A. Eligibility. The Executive Director will determine the number and assignment of business
244 credit cards to be issued and will monitor usage of those cards. Cardholders will be
245 advised of the serious fiscal and ethical responsibilities of managing the business credit
246 card.

247

248 B. Policy. R1 credit cards are for authorized business-related purchases only, such as:

249

a. Hotel expenses

250

b. Conference or meeting registrations

251

c. Business meals

252

d. Car rentals, rental car motor fuel

253

e. Supplies and equipment that can be more efficiently by purchased by credit card
254 and whereby tax-exempt purchases can be accomplished

255

R1 funds may not be used for expenditures in excess of approved budget, motor fuel
256 for personal vehicles, to make loans, for alcohol, goods or services for personal use or
257 benefit, or any other use prohibited by law or R1 policy.

258

259 C. Procedures.

260

1. Purchasing Limits. R1 credit card limits will be determined necessary by the Executive
261 Director for the purchase goods and services consistent with R1 policies and grantor
262 guidelines.

263

2. Tax Exempt Status. Tax-exempt status will be applied in the procurement of all goods
264 and services.

265

A. Receipts. Receipts for all purchases made on R1 credit cards are to be submitted
266 with the monthly payment requisition for reconciliation with account statements
267 within 10 days of the month following the purchase.

268

269 **IX. ALLOWABLE EXPENDITURES AND FUNDING.**

270

A. As a government agency, R1 is held to a high level of accountability for its business
271 practices. Accordingly, every reasonable effort will be made to ensure that funds are
272 used in a responsible and appropriate manner.

273

B. R1 receives significant funding from a variety of federal and state agencies; those
274 agency requirements and good business practices establish both general and specific
275 restrictions on expenditures.

276

C. R1 may incur expenses in accordance with established practice or custom for the

277 improvement of working conditions, employer-employee relations, employee morale,
278 and employee performance. Such expenses may include food, non-alcoholic beverages,
279 and related equipment and supplies, tangible gifts and awards to employees for
280 recognition programs, such as official retirement events or employee recognition or life
281 events with an individual item value of less than \$500 and with the prior approval of the
282 Executive Director.

283
284 **X. EXCEPTIONS.**

285 It is the policy of R1 that:

- 286 A. Although R1 procurement policy is designed to be flexible enough to accommodate
287 most situations, there will be occasions that require techniques or solutions outside
288 the established guidelines. In order to ensure internal consistency, however, some
289 control must be maintained by the R1 Board over exceptional situations. Purchases
290 beyond the R1 established procurement policy will be referred to the R1 Board for
291 review and approval. Exceptional circumstances will be defined by the Executive
292 Director, and they will make the final determination for forwarding the exception to
293 the Board for approval.
- 294 B. The formal bidding process, as prescribed in the purchasing policies, shall not be
295 required for all items purchased through competitively solicited contracts bid and
296 negotiated by the State of Illinois, U.S. General Services Administration, or other
297 lead public agency or non-profit government purchasing alliance in accordance with
298 public purchasing rules and regulations as allowed by Illinois State Statute (5 ILCS
299 220/3.)
- 300 C.