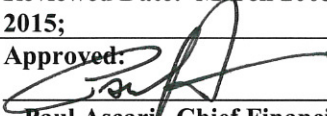
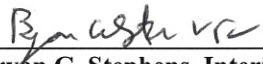




**COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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Policy # 2012	Competitive Bidding
Origination Date: May 1997	
Revision Date: March 2004; June 22, 2007; Sept 2008; October 7, 2014, October 17, 2016, November 30, 2016	
Reviewed Date: March 2005; March 15, 2006; July 30, 2010; September 24, 2012; July 21, 2013, July 20, 2015;	
Approved:	
 Paul Ascari, Chief Financial Officer	 Bryan G. Stephens, Interim Executive Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board to employ a competitive bidding process for purchasing supplies, equipment or services to ensure that the agency receives the best value for funds expended and to ensure compliance with federal procurement standards, as established in 45 CFR, Section 74.40 through Section 74.48.

PROCEDURE:

1. Competitive bidding is conducted for the purchase of any item over the Federal simplified acquisition threshold fixed at 41 U.S.C. 403 (11) (currently \$150,000) for which more than one supplier is available, or for smaller purchases if it is in the best interest of the agency to do so. If only one supplier is available, the Purchasing Associate documents this fact to place orders with that supplier.
2. The State of Georgia uses a competitive bidding process to establish statewide contracts with certain vendors, providing special pricing for all state agencies. Purchases made under the statewide contract are excluded from the agency's bidding process.
3. The competitive bidding process for the purchase of equipment or supplies is conducted by the Purchasing Associate except for cases where the Department Director has critical technical knowledge that is crucial to the negotiation process (e.g., computer equipment, vehicles). All purchases equal to or greater than \$500 must be approved by the Executive Director unless the Executive Director has given specific authority to the CFO for special groups of purchases.
4. Competitive bidding for services is conducted by Program Coordinators in consultation with the Assistant Financial Director and/or Chief Financial Officer. Discussion on bid requirements with vendors is centralized with one person so that all vendors are given the same information. Expenditures for services equal to or greater than \$500 must be approved by the Executive Director unless the Executive Director has given specific authority to the CFO for special groups of services.
5. The purchase of goods or services is awarded to the lowest bidder unless it is determined that it is not in the best interest of the agency to do so. The Executive Director and/or CFO have the authority to decide which vendor to use.