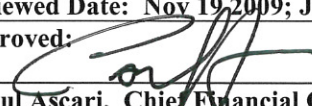





**COBB COUNTY COMMUNITY SERVICES BOARD  
DOUGLAS COUNTY COMMUNITY SERVICES BOARD**

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<b>Policy # 2046</b>	<b>Selection of Vendors</b>
<b>Origination Date: May 1997</b>	
<b>Revision Date: March 2004; April 14, 2006; June 22, 2007</b>	
<b>Reviewed Date: Nov 19, 2009; June 2011; July 2, 2012; July 21, 2013; October 15, 2014, October 17, 2016</b>	
<b>Approved:</b>	
 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 Service Board to maintain a list of approved vendors for the purchase of products or services.

**PROCEDURE:**

1. The Purchasing Associate, under the direction of the Assistant Financial Director, is responsible for maintaining and distributing approved vendor lists.
2. Recommendations to add or remove a vendor from the approved vendor list will be presented to the Assistant Financial Director. The decision to add or remove a vendor from the approved vendor list will be made by the Chief Financial Officer in consultation with the Accounting Supervisor.
3. Vendors will be evaluated based on the following:
  - 1) Cost of frequently ordered items
  - 2) Timeliness and accuracy of orders processed
  - 3) Customer Service
  - 4) Financial responsibility
  - 5) Technical competence
  - 6) Reasonable proximity
  - 7) Competent management
  - 8) Staff recommendationsThe above evaluation factors are not necessarily listed in the order of their importance, nor does the above list necessarily constitute the only factors to be considered.
4. The list of approved vendors will be reviewed and updated annually.