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Procurement Policy

Department:	Finance
Applies To:	Federal Funds
Policy Author:	Mike Wilson, CAO
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Replaces Policy:	N/A
Legal and Other References:	N/A

PURPOSE OF POLICY:

The purpose of this policy is to establish standards and guidelines for the procurement of services and goods that are directly charged to a Federal award, including sub-recipients of Federal awards. The policy is intended to ensure that vendors are selected as economically as possible and in compliance with Uniform Guidance requirements related to procurement standards contained in OMB 2 CFR.

POLICY STATEMENT:

CODE OF CONDUCT

To ensure that a conflict of interest does not occur as part of the procurement process, Second Harvest employees as well as any subcontractors shall adhere to the Second Harvest code of conduct policy included in the Second Harvest Employee Handbook.

SOLICITATION OF PROPOSALS

It is the policy of Second Harvest to obtain competitive proposals or quotations where possible on all products and services used by the organization and to comply with Uniform Guidance

NOURISH FIRST

Counties supported:

Adams, Columbia, Crawford, Dane, Dodge, Grant, Green, Iowa, Jefferson, Juneau, Lafayette, Monroe, Richland, Rock, Sauk, Vernon



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requirements. Any contracted management or purchasing agent shall follow this policy. The following tiered approach should be followed in procuring services and goods:

1. **Micro Purchases** - (Do not require bid or quote)
 - a. Purchases up to \$10,000
 - b. Informal bids - these can be solicited verbally, by email, letter, or otherwise on the internet.
 - c. Attempt to solicit at least 2 bids when possible, considering time constraints, availability of qualified and comparable suppliers, and the opportunity for significant cost savings.

2. **Small Purchases**
 - a. Purchases from \$10,001 to \$250,000
 - b. Quotes must be obtained from an adequate number of sources (at least 2) considering time constraints, availability of qualified and comparable suppliers, and the opportunity for significant cost savings.
 - c. Quotes can be informal.
 - d. Quotes must be documented.

3. **Sealed Bid**
 - a. Purchases greater than \$250,000

In order for a sealed bid to be feasible, the following conditions should present:

- b. A complete, adequate, and realistic specification or purchase description is available.
- c. Two or more responsible bidders are willing and able to compete effectively for the business and,
- d. The procurement lends itself to a firm of fixed price contract and the selection of the bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements must apply:

- e. Bids must be solicited from an adequate number of known suppliers, providing them with sufficient information and response time.
- f. Invitation for bids must define the items or services in order for bidders to properly respond
- g. All bids must be opened at a time and place prescribed in the invitation for bids
- h. A contract award will be made in writing
- i. And or all bids may be rejected if there is a sound documented reason

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4. Competitive Proposal

- a. Purchases greater than \$250,000
- b. Must be publicized and identify all evaluation factors and their relative importance
- c. Must be solicited from an adequate number of qualified sources
- d. Must have a written method for conducting a technical evaluation of the proposal
- e. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

5. Non-Competitive (sole source)

- a. Purchases greater than \$10,000
- b. May be used when:
 - i. Item or service is only available from a single source
 - ii. The exigency or emergency will not permit a delay resulting from a competitive solicitation
 - iii. Written request
 - iv. After solicitation of a number of sources competition is determined to be inadequate
 - v. Justification of the use of a noncompetitive proposal must be documented
 - vi. Any research on the availability from multiple sources must be documented
 - vii. Documentation of authorization must be retained
 - viii. Any initial solicitations from multiple sources which are concluded to be inadequate, and such reasoning, must be documented

6. Contracting with small and minority business, women's business enterprises, and labor surplus area firms. All necessary affirmative steps will be taken to assure that minority business, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps include:

- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- b. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;

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- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and,
- f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

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