

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0901 (FS)
Effective Date: 09/01/2021
Person Responsible: Director of Fiscal Services

Subject: Procurement
Last Revision: 02/14/2024

Approvals/Date: Brent Bauer 2-14-24 Superintendent, WCBDD Date
Stacy Cox 2/14/24 Department Director/Coordinator Date

FISCAL YEAR:

The fiscal year and the calendar year for Wood County Board of Developmental Disabilities (WCBDD) shall begin on January 1 and end on December 31 of the same year.

ANNUAL BUDGET PLAN:

Submission to the WCBDD Board

No later than December 31 of each year, the Superintendent shall prepare and submit to the Board a proposed budget plan for the next calendar year. The budget plan shall include the total amount of revenue to be received and expenses to be spent in the next calendar year for each fund.

Submission to Wood County Auditor

Each year, by a date designated by the Wood County Auditor, the Board shall approve and submit to the Wood County Auditor for appropriation a budget plan for the next fiscal year for the WCBDD.

Supporting Details

The Superintendent shall submit, with the proposed budget plan, line-item account number expenditures that the Board requests or the Superintendent thinks necessary for complete understanding of the proposed plan.

SPENDING AUTHORITY:

Authorization to Expend Funds

The Superintendent is authorized to expend funds necessary for the operation of the WCBDD up to the limits for salaries, employee benefits and the total for each fund as established by the WCBDD's annual budget plan.

Authorization to Purchase

Any single purchase of \$75,000 or more shall be authorized by the Board. The Superintendent is authorized to make any single purchase of goods or services of less than \$75,000.

Emergency Expenditures

The Superintendent is authorized to expend funds for temporary help or emergency repair work as necessary. Any expenditure in excess of \$75,000 shall be presented to the Board for approval at the next Board meeting following the occurrence of any calamity or emergency situation.

BIDDING AND CONTRACT AWARD:

Advertising/Bidding

The WCBDD shall advertise for bids and award contracts for any single purchase of goods or services in excess of \$75,000 pursuant to Ohio Revised Code (ORC) sections 307.86, 307.87 and 5126.071. The WCBDD may issue requests for proposals when procurement of services qualify as an exception to competitive bidding as provided for under ORC 307.86, which includes the purchases of program services, such as direct and ancillary client services, case management services, residential services, and family resource services which are purchased for provision by a DD Board. Contracts between the Board and contract agencies for the provision of these services will be exempt from the competitive bidding laws. Other exemptions, under ORC section 307.862, include services of an accountant, architect, attorney at law, physician, professional engineer, construction project manager, consultant, surveyor, or appraiser, by or on behalf of the county or contracting authority, as defined in ORC section 307.92. The WCBDD may purchase goods and services in excess of \$75,000 through state term contracts and cooperative purchasing programs per ORC section 5126.05 (E). Pursuant to ORC section 125.04, such purchases shall be exempt from competitive selection procedures otherwise required by state law.

Quotations

Purchaser shall obtain at least three informal quotations for any single service between \$15,000 and \$75,000. The Superintendent may authorize any single purchase between \$15,000 and \$75,000 from the vendor submitting the lowest and/or best quotation.

Exemptions

The Superintendent may authorize the purchase of goods and services between \$15,000 and \$75,000 with or without obtaining informal quotations if purchased through state term contracts and cooperative purchasing programs that are exempt from competitive selection procedures otherwise required by state law.

Specifications

Advertisements for bids and informal quotations shall be based on carefully prepared specifications developed by the user of the needed goods and services and published by the Health & Safety Coordinator or Communications Coordinator.

Major Projects

In the case of major projects such as those requiring architects' or engineers' specifications, the Board shall approve the specifications and cost estimates before bids are solicited.

Presentation of Bids

Any and all competitive bids for alterations and other major projects shall be presented for Board consideration at a properly convened meeting with a recommendation for contract awards.

Authorization

The Superintendent is authorized to execute all documents necessary for contract awards made by the Board.

Nondiscriminatory Contracts

Any individual, agency or service provider entering into a contract with the WCBDD shall act in a nondiscriminatory manner both as an employer and as a service provider and shall act without regard to sex, race, color, age, religion, national origin, ethnicity, physical or mental challenges, sexual orientation, gender identity or expression, veteran status, educational background, or genetic information, or social, economic or political affiliation of the employee or program beneficiary. Every contractor shall assure that all physical facilities used, as part of contracted services shall be accessible and usable by individuals with disabilities served under the terms of the contract. Failure to do so may result in the termination of the contract.

Compliance with State and Federal Regulations

Any individual, agency or service provider entering into a contract with the WCBDD to provide direct services to individuals on behalf of the WCBDD shall be in compliance and maintain compliance during the course of the contract with all relevant state and federal regulations that govern licensure, certification, provision of service, or funding as appropriate, as indicated in Policy 01-ALL-ALL-0164-Corporate Compliance, Procedure 02-ALL-ALL-0829 (AD)-Corporate Compliance, and Form 03-ALL-ALL-0866-WCBDD Corporate Compliance Plan.

SERVICE CONTRACTS:

The WCBDD may enter into service contracts with an agency or with an individual to provide eligible individuals the facilities, programs, services and supports authorized or required upon such terms as may be agreeable and in accordance to ORC chapters 3323 and 5126 and rules adopted thereunder. Any such contract shall be managed and monitored by WCBDD staff to assure that services and supports contracted for are provided in accordance with the terms of the contract and comply with the rules of the Ohio Department of Developmental Disabilities.

DETECTION AND PREVENTION OF FRAUD, WASTE AND ABUSE:

As part of its ongoing efforts to detect and prevent fraud, waste, and abuse, the WCBDD shall provide information to employees, contractors, and agents about applicable federal and state laws. Further, the WCBDD shall provide information regarding its programs that concern the detection and prevention of fraud, waste, and abuse. Information can be found in Policy 01-ALL-ALL-0164-Corporate Compliance, Procedure 02-ALL-ALL-0829 (AD)-Corporate Compliance, Form 03-ALL-ALL-0866-WCBDD Corporate Compliance Plan, Policy 01-ALL-ALL-0166-Risk Management, Form 03-ALL-ALL-0867-Risk Management Plan, and Form 03-ALL-ALL-0868-Wood County Board of DD Risk Management Control System.

EQUIPMENT:

Inventory and Control

The Fiscal Department shall be responsible for maintaining up-to-date asset and inventory records listing all equipment owned by the WCBDD. Inventory records shall be filed annually with the county Auditor's office, pursuant to ORC section 305.18. The WCBDD will not accept responsibility nor liability for equipment that is not owned by WCBDD, with the exception of equipment held under lease agreements (e.g. office copy machines and assistive technology on loan from another public entity).

Temporary Use of WCBDD Equipment by Individuals or Private Providers

The Superintendent shall establish administrative regulations that permit the lending of WCBDD owned equipment to individuals receiving supports or services, or to other private direct service providers on a temporary basis. Any equipment or other item must be used for the purpose of vocational rehabilitation, skill development, training, assistive technology assessment or evaluation, or temporary equipment replacement. Each department providing direct services shall implement procedures consistent with the Superintendent's administrative regulation.

Use of Equipment by Staff

Employees shall not use WCBDD equipment for personal projects or personal profit unrelated to their assigned work.

Disposal of Equipment Assets

Equipment items that are no longer utilized within a department or a WCBDD site, whether tagged or untagged, must follow the established procedures for disposal, Capital Equipment 02-ALL-ALL-0834 (FS). Established methods include auction, scrap, trade-in, transfer, sell/lease/donate to another government agency or donate to a non-profit agency in accordance with ORC section 307.12.

References: ORC Chapters 3323 and 5126
ORC Sections 9.17, 125.04, 305.18, 307.12, 307.86, 307.862, 307.87, 307.91, 307.92, 5126.05(E); 5126.071

Policy: 01-ALL-ALL-0164; 01-ALL-ALL-0166

Procedure: 02-ALL-ALL-0829 (AD); 02-ALL-ALL-0834 (FS)

Forms: 03-ALL-ALL-0866; 03-ALL-ALL-0867; 03-ALL-ALL-0868

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