

Policy 2.7

POLICY TITLE:	PROCUREMENT OF GOODS AND VENDOR SERVICES	POLICY # 2.7	REVIEW DATES	
Topic Area:	FINANCIAL MANAGEMENT	ISSUED BY: LRE Chief Financial Officer APPROVED BY: LRE Board of Directors	3/3/2020	9/16/2020
Applies to:	LRE Operations			
Developed and Maintained by:	LRE Chief Financial Officer			
Supersedes:	N/A			
		Effective Date: 5/18/2017	Revised Date:	

I. PURPOSE

To provide guidance to Lakeshore Regional Entity (LRE) staff involved in purchasing goods and services to assure:

- A. That the LRE obtains the best possible price and terms for all goods and services;
- B. That a wide range of qualified vendors are notified of impending purchases;
- C. That specifications are not so needlessly complex or restrictive that they would exclude qualified vendors; and
- D. That staff are encouraged to exercise discretion in the purchasing process.

II. POLICY

For purchases funded with federal funds, the Lakeshore Regional entity shall be in compliance with requirements of the Davis-Bacon Act, the Copeland "Anti-Kickback" Act, and the Contract Work Hours and Safety Standards Act.

III. PURPOSE

To provide guidance to Lakeshore Regional Entity (LRE) staff involved in purchasing goods and services to assure:

- E. That the LRE obtains the best possible price and terms for all goods and services;
- F. That a wide range of qualified vendors are notified of impending purchases;
- G. That specifications are not so needlessly complex or restrictive that they would exclude qualified vendors; and
- H. That staff are encouraged to exercise discretion in the purchasing process.

IV. APPLICABILITY AND RESPONSIBILITY

This policy applies to all LRE Staff and contracted providers.

V. MONITORING AND REVIEW

This policy will be reviewed annually by the LRE Chief Financial Officer or designee.

VI. DEFINITIONS

VII. RELATED POLICIES

None

VIII. REFERENCES/SUPPORTING DOCUMENTS

- LRE Organizational Procedure 2.07A – Procurement of Goods and Vendor Services
- Davis-Bacon Act
- Copeland “Anti-Kickback” Act,
- Contract Work Hours and Safety Standards Act