



**Summit and Medina
Workforce Area**
Council of Governments

ACQUISITION AND PROCUREMENT POLICIES

Adopted 03/06/2017	SAMWA COG Resolution #2017-07
Amended 12/04/2017	SAMWA COG Resolution #2017-39
Amended 01/25/2018	SAMWA COG Resolution #2018-04
Amended 10/06/2021	SAMWA COG Resolution #2021-21
Amended 12/19/2024	SAMWA COG Resolution #2024-20
Amended 06/12/2025	SAMWA COG Resolution #2025-09

ACQUISITION AND PROCUREMENT

PURPOSE:

To implement acquisition and procurement standards to be used in purchasing goods and services for the general operation of Workforce Development Services by the Summit and Medina Workforce Area Council of Governments ("SAMWA COG").

POLICY:

A. *General Statements*

1. It shall be the policy of the SAMWA COG to require all acquisition and procurement of goods and services be conducted in a manner providing full and open competition regardless of price, unless specifically excluded by this policy.
2. The SAMWA COG shall inform sub-grantees of applicable procurement requirements in any contract or other applicable types of agreements used in awarding the contract or grant.
3. Subgrant agreements as outlined in rule 5101:9-4-88 of the Ohio Administrative Code funded in whole or in part with federal funds do not represent acquisitions and are not subject to the requirements contained in this rule provided that such relationships are documented between the entities. SAMWA COG shall inform sub-grantees of applicable procurement requirements in any contract or other applicable types of agreements used in awarding the contract or grant.

B. *Ethical Procurement Practices*

1. SAMWA COG has a written standard of conduct covering conflicts of interest and governing the performance of their officers and employees engaged in awarding, recommending, approving, monitoring, administering contracts, other purchases of goods and services and grants:
 - a. That requires written disclosure of any conflict of interest, real or apparent.
 - b. That requires any person or agent involved in any stage of the procurement process, from planning through proposal evaluation and contract signing, to sign a nondisclosure and confidentiality statement.
 - c. Setting forth penalties, sanctions, or other disciplinary action for violation of the SAMWA COG ethical procurement standards.
 - d. Setting forth prohibition of solicitation or receipt of kickbacks, gratuities, or gifts of any kind.

C. *Authority to Take Procurement Actions (Amended 12/19/2024 via SAMWA COG Resolution 2024-20)*

1. SAMWA COG has identified who has authority to:
 - a. Approve procurement actions: Executive Director of the SAMWA COG.
 - b. Approve the selection for award: Per purchasing authority amount thresholds.
 - c. Sign contracts: Per purchasing authority amount thresholds.
 - d. Modify contracts: Per purchasing authority amount thresholds.
 - e. Terminate contracts: Executive Director or the Board of SAMWA COG.

D. *Purchasing Authority (Amended 6/12/2025 via SAMWA COG Resolution 2025-09)*

1. WIOA Program Funds

- a. To ensure timely payment of invoices, the SAMWA COG's Executive Director and Deputy Director shall have the authority to sign and approve the following:
 - Invoices submitted by vendors and/or subrecipients providing WIOA program services under current Agreements, up to the total amount awarded by those agreements.
 - Invoices submitted by companies with current On-the-Job (OJT) Agreements, but not to exceed the maximums outlined in Area 2's OJT Policy.
 - Invoices submitted by Education and/or Training Providers receiving payments for current Individual Training Account (ITA) vouchers or Incumbent Worker Training (IWT) Agreements.
- b. For new Agreements, including the renewal of existing Agreements, and expenses incurred outside of existing Area 2 budget line items, the following cumulative annual purchasing authorities shall apply:

▪ Deputy Director	Up to \$10,000.00
▪ Executive Director	Up to \$25,000.00
▪ Finance and/or Executive Committee	\$25,000.01 to \$50,000.00
▪ SAMWA COG Board	\$50,000.01 and above
- c. For amendments to existing Agreements, the authorization of cumulative annual increases to the original contract value is as follows:

▪ Executive Director	15% or \$25,000.00, whichever is greater
▪ Finance and/or Executive Committee	30% or \$50,000.00, whichever is greater
▪ SAMWA COG Board	Above 30% or \$50,000.00

2. WIOA Administration Funds

- a. The following purchasing authority thresholds apply to any use of WIOA Administration Funds:
 - Executive Director – authority to sign for purchases or agreements with annual cumulative expenses by vendor or provider up to \$25,000.00.

- Finance and/or Executive Committee – authority to sign for purchases or agreements with annual cumulative expenses by vendor or provider of \$25,000.01 and up to \$50,000.00.
- SAMWA COG Board – authority to sign for purchases or agreements with annual cumulative expenses by vendor or provider in excess of \$50,000.01.

E. *General Procurement Requirements (Amended 12/19/2024 via SAMWA COG Resolution 2024-20)*

The following are general procedural requirements applicable to all procurements unless deemed exempt by state or federal law.

1. Contract Cost and Price Analysis

SAMWA COG shall perform a cost and/or price analysis in connection with every procurement action in excess of small purchase threshold, including contract modification. Such cost and/or price analysis shall be conducted in accordance with the methods set forth in section 5101:9-4-07 of the Ohio Administrative Code.

2. Competition

All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of 2 C.F.R. 200.319 U.S. Department of Labor (DOL) Some situations considered to be restrictive of competition include but are not limited to:

- a. Placing unreasonable requirements on firms in order for them to qualify to do business
- b. Requiring unnecessary experience and excessive bonding
- c. Non-competitive pricing practices between firms or between affiliated companies
- d. Non-competitive awards to consultants that are on retainer contracts
- e. Organizational conflicts of interest
- f. Specifying only a "brand name" product instead of allowing an "equivalent" product to be offered and describing the performance of other relevant requirements of procurement
- g. Any arbitrary action in the procurement process

3. Selection Procedures

- a. All solicitations must include:
 - i. A clear and accurate description of the technical requirements for the materials, products, or services to be procured. When it is impractical or uneconomical to make a clear and accurate description of technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement.
 - ii. All requirements that the bidder must fulfill and all other factors to be used in evaluating bids or proposals.

- b. If the SAMWA COG chooses to use a list of pre-qualified persons, firms, or products, it shall ensure that all pre-qualified lists are current and include enough qualified sources to ensure maximum open and free competition. SAMWA COG must permit all potential bidders to qualify during the solicitation period.
- c. SAMWA COG procedures shall include a review of proposed procurements to avoid purchase of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Breaking out procurements should only be done to obtain a more economical price and shall not be done to avoid procedural requirements.

4. Geographic Preference

The SAMWA COG shall not imposed in-state or local geographical preferences in evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

5. Debarment and Suspension

SAMWA COG shall not enter into contracts with or make purchases from a person or entity which is debarred or suspended or is otherwise ineligible for participation in federal assistance programs under executive orders 12549 and 12689, and other applicable state and federal regulations. (See 2 C.F.R. parts 180, 200, and 42, 29 C.F.R. part 98, and 45 C.F.R. part 75.)

6. Monitoring

SAMWA COG shall maintain a contract administration system that ensures that contractors perform in accordance with the terms, conditions, and specifications of their contracts or agreements. Specific monitoring guidelines are established in the local monitoring policy.

7. General Contract Requirements

Each SAMWA COG contract shall contain the following provisions:

- a. Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanctions and penalties as may be appropriate.
- b. Termination for cause and for convenience by SAMWA COG, including the manner by which it will be affected and the basis for settlement.
- c. Access by the Ohio Department of Job and Family Services ("ODJFS"), the SAMWA COG, the federal grantor agency, the comptroller general of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- d. Financial, programmatic, statistical, and recipient records and supporting documents must be retained for a minimum of five years after the submittal of the final expenditure report for the grant or as otherwise provided by any minimum retention requirements specified by applicable state or federal law. If any litigation,

claim, negotiation, audit, or other action involving the records has started before the expiration of the five-year period, the records must be retained until the completion of the action and resolution of all issues that arise from it, or until the end of the regular five-year period, whichever is later.

- e. Compliance with the Americans with Disabilities Act of 1990, as amended, and Section 504 of the Rehabilitation act of 1973, as amended.
- f. Fair Labor Standards and Employment Practices, pursuant to WIOA Section 188.
- g. Ethics Laws including the Governor's Executive Order 2019-11D pertaining to ethics.
- h. Conflict of Interest statement.
- i. Lobbying Restrictions per WIOA Section 195.
- j. Child Support Enforcement pursuant to the applicable sections of the Ohio Revised Code (ORC) Chapters 3119, 3121, 3124, and 3125.
- k. Pro-Children Act of 1994 (45 CFR 98.13).
- l. Drug-Free Workplace in compliance with 29 CFR 94 and all other applicable state and federal laws regarding a drug-free workplace.
- m. Work Programs, regarding discrimination against individuals participating in any work program administered by any county department of Job and Family Services under ORC Chapters 5101 or 5107.
- n. Jobs for Veterans Act (38 USC 4215) as implemented by 20 CFR 1010.
- o. Buy American Requirements (41 USC 8302) per WIOA Section 502.
- p. Salary and Bonus Limitations per WIOA Section 194(15).
- q. Environmental Protections pursuant to the Clean Air Act (42 USC 7401-7671q), the Federal Water Pollution Control Act as amended (33 USC 1251-1387), and all applicable standards, orders or regulations issued pursuant to the state energy conservation plan developed in compliance with the Energy Policy and Conservation Act (42 USC 6201).
- r. Reporting requirements found in Appendix A of the Transparency Act (2 CFR 170).
- s. Compliance with the provision of 2 CFR Subtitle A, Chapter I, Part 25 regarding Central Contractor Registration and Universal Identifier Requirements, if applicable.
- t. Compliance with 22 USC 7140(g), Trafficking Victims Protection Act of 2022, as amended.
- u. Compliance with Presidential Executive Order 13043, *Increasing the Use of Seat Belts in the United States*.
- v. Compliance with Presidential Executive Order 13513, *Text Messaging While Driving by Government Contractors, Subcontractors, and Recipients and Subrecipients*.
- w. Right to Inventions under 37 CFR Part 401, if applicable.
- x. Compliance with the Civil Rights Act of 1964, as amended (42 USC 2000d et seq.), the Age Discrimination Act of 1975, as amended (42 USC 6101 et seq.), Title IX of the Education Amendments of 1972 (20 USC 1681 et seq.) and all provisions required by the implementing regulations of the Department of Health and Human Services and Department of Labor.

- y. Compliance with WIOA Section 188(a)(3) prohibiting the use of funds to carry out religious activities.
- z. Certification of compliance with all other applicable federal and state laws, regulations, and rules.

F. *Procurement Methods* (Amended 12/19/2024 via SAMWA COG Resolution 2024-20)

Per 2 C.F.R. 200.320 and OAC 5101:9-4-07.1, SAMWA COG and its sub-grantees and contractors shall use one of the following procurement methods when acquiring goods and/or services paid for in whole or part with federal funds:

1. Micro-Purchase Procedure: Allowable for purchases of up to, but not in excess of, \$10,000.00.
 - a. SAMWA COG, sub-grantees, and contractors may acquire supplies and services of less than or equal to \$10,000.00 without soliciting quotes if price is considered reasonable. Catalog or verbal quotes may be used.
2. Small Purchase Procedure: Allowable for purchases of \$0.01 to \$10,000.00 and required for purchases of \$10,000.01 to \$250,000.00.
 - a. SAMWA COG, sub-grantees, and contractors may acquire supplies or services for which the aggregate dollar amount is within range. Written quotations or proposals from at least three sources are required, if available.
 - b. SAMWA COG may maintain a list of qualified sources from which to solicit quotes or proposals, and the list shall include qualified sources that have expressed an interest in providing products or services to SAMWA COG. SAMWA COG must identify and document the evaluation factors and their relative importance.
 - c. Awards will be made to the responsible source whose proposal is most advantageous to the program, with price and other factors considered.
 - d. Once a vendor relationship is established, additions, upgrades and changes will be acquired without quotes for the enhancements. The vendor relationship will be reviewed and reevaluated as deemed necessary.
3. Competitive Proposals: Allowable for purchases of \$0.01 to \$250,000.00 and required for purchases of \$250,000.01 and above.
 - a. SAMWA COG shall use competitive proposals when the conditions are not appropriate for the use of competitive sealed bidding, micro-purchasing, small purchasing, or non-competitive proposals and under the following conditions:
 - i. The complex and technical nature of the procurement cannot be described in bid specifications
 - ii. It is logical to award a contract on factors other than price.
 - b. Evaluation factors other than price can only be used when they are clearly explained in the Request for Proposals (RFP) or Request for Quotes (RFQ).

- c. SAMWA COG shall comply with the following procedural requirements in administering competitive proposal procurements, commensurate with the scope and complexity of the acquisition:
 - i. Requests for proposals shall identify all evaluation factors and their relative importance. The RFP will be publicly advertised through various forms of media in each county of Area 2, or on the SAMWA COG website, or both. The advertisement on the website shall remain published for as long as the RFP is posted on the website. If published in newspaper print, the advertisement shall be published once per week while the RFP letter of intent to propose period is open for response. Proposals shall be solicited from an adequate number of known suppliers.
 - ii. Proposals cannot be reviewed or discussed until the submission deadline passes.
 - iii. SAMWA COG will have a method for conducting technical evaluations of the proposals received and for selecting awardees. A technical evaluation is a review to verify that the technical requirements contained in the request for proposals are met.
 - iv. Awards will be made to the most responsive and responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
 - v. SAMWA COG may use competitive proposal procedures for qualification-based procurement of architectural/engineering (A/E) professional services whereby competitor's qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.
 - vi. If after solicitation of an adequate number of qualified sources, SAMWA COG determines that competition is inadequate resulting in a failed competitive procurement, SAMWA COG may use a small purchase procurement method as detailed above. In this instance, SAMWA COG must document the attempt to conduct a competitive proposal and retain that document for a period of three years from the date of contract award.

4. Noncompetitive Procurement:

- 1. SAMWA COG may use noncompetitive procurement methods only when the award of a contract is not feasible under the micro-purchasing threshold, small purchase procedure, or competitive proposals, and one of the following conditions applies:
 - ii. Sole Source. The item is available only from a sole source. This type of noncompetitive proposal means only one source exists for the goods or services being procured; an example being the procurement of proprietary products. Business justification or long-term relationships with a particular

contractor does not constitute justification as sole source procurement. Sole source procurements do not require prior approval.

- iii. Best Practical Source. In the event there is more than one vendor, the vendor can be determined to be the best practical source if one of the following factors or other similar criteria are met:
 - 1. Product availability. The vendor is the only vendor with a needed item in stock.
 - 2. Vendor proximity to the requisitioning location. When taking into consideration the cost of travel to secure goods or services, the vendor offers the most economical alternative.
 - 3. Timeliness of service in the event of an emergency. The vendor can provide the fastest service or fastest product delivery.
 - 4. Experience on existing project. The vendor is able to continue providing services in an already existing program or project, implement a new phase of an already existing program or project, or expand an already existing program or project, wherein the vendor has already provided services for the program or project and the vendor has developed a unique understanding of the technical aspects of the program or project, the nature and organizational aspects of the project and/or possesses other specific knowledge of the program or project that other potential vendors do not possess, and the use of said vendor for the continuation, implementation and/or expansion of the program or project is the most expedient and cost effective decision.
- iv. A public emergency need for the requirement will not permit a delay resulting from competitive solicitation. This type of noncompetitive procurement is mainly reserved for emergencies caused by natural disasters. Public emergency procurements do not require prior approval. Poor management planning in procurement practices can never be the basis for an award under the emergency provisions.
 - i. The federal awarding agency or ODJFS authorizes noncompetitive procurements.
 - ii. The purchases are for equipment or services where the prices are established by law for technical equipment requiring standardization and interchangeability of parts with existing equipment.
- v. Adequate justification is required before an award of any dollar amount is made and SAMWA COG will maintain that the required product or service is available only from a single source, unless the service is a public utility (e.g., electric, telephone, gas water, sewer, etc.) or the price is set by law or regulation.
- d. SAMWA COG will maintain a file containing the following information on all sole source awards:
 - i. Cost/price analysis per OAC Chapter 5101:9-0
 - ii. Written description of the service or product, including information available regarding cost and price

- iii. Written record of efforts made to foster competition and to locate other sources of the product or service, or to divide the solicitation into units/coverage rather than insisting on only single source delivery
 - iv. Written narrative describing why the product or service is necessary to SAMWA COG operations, including an explanation of why alternative product or services that might be obtained through competitive bid are not appropriate
 - v. Documentation of cost analysis and negotiation efforts. SAMWA COG understands that the State of Ohio may review sole source files for adequate documentation during regular monitoring
- e. SAMWA COG shall not permit or authorize sole source awards before solicitation is attempted unless explicitly permitted by law.
- f. In cases where SAMWA COG has solicited proposals in accordance with current laws and regulations and the effort has resulted in inadequate competition, SAMWA COG will decide whether to make an award or withdraw the solicitation. SAMWA COG will perform an analysis to determine why adequate competition did not occur. Factors that must be considered in the written analysis include:
 - i. Were there other sources that could have been solicited that were not?
 - ii. Would the increase of public notification help spur competition?
 - iii. Was the statement of work and other RFP contents clearly stated?
 - iv. Is there a need to increase the solicitation time for this type of service?
 - v. Would subdividing the work have induced greater interest among possible offerors?
 - vi. The award of OJT contracts, except for OJT brokered contracts, are not required to be procured competitively.
 - vii. Enrollment of a customer into classroom training is not required to be competitive.

G. *Procurement File Contents*

Procurement files must be maintained which contain, at a minimum, the following written information:

1. Micro/Small Purchases:
 - i. Documentation to establish need for procurement and requisition
 - ii. Record of the solicitation method used, which providers were solicited, and what quotes were received
 - iii. Rationale for selection of awardee.
2. Solicitation by Request for Proposal (RFP), regardless of dollar amount includes:
 - i. A record of all proposals and dates received, plus any other inquiries or correspondence regarding the proposal process
 - ii. Factors used to determine the proposer's responsibility
 - iii. A list of any proposals that were not rated, and the reasons and rationale for not rating them (for example: proposal received late, proposals non-responsive, etc.)

- iv. Signed rating sheets from each rater for each proposal, and a summary of the rating results
 - v. If SAMWA COG chooses to use a best and final offer approach to award, identify the proposals that qualified under this approach
 - vi. Record of all discussions regarding selection of awardee(s)
 - vii. A disclosure of conclusions reached as a result of cost/price analysis performed
 - viii. Disclosing the rationale for the selection of awardee(s)
 - ix. Negotiations held with awardee(s)
 - x. Rationale for form of contract agreement
 - xi. SAMWA COG's independent estimate of price
3. RFP shall include the following:
- i. Date issued
 - ii. Name and address of contracting agency and the name, title, and email address of the contact person for the contracting agency
 - iii. Final date and time for submission of RFP
 - iv. List of goods or services to be provided
 - v. A request for either a breakdown of prices or a budget projecting costs
 - vi. If the solicitation is for training or services, a statement of work which includes:
 - a. The targeted group for training or services
 - b. The estimated number to be served
 - c. A time frame for completing the services
 - d. An outline of the general training or service requirements (statement of work)
 - e. The purpose for the training or service
 - f. The expected outcome and/or goals to be achieved
 - g. The basis to be used to determine payment
 - vii. If the solicitation is for training, a clause requiring proposers/bidders to disclose:
 - a. The location of training
 - b. A training outline and the duration of the training that includes the following
 - c. Number of weeks, number of days per week, and number of hours per day
 - d. Number of hours of other direct contract time per participant
 - e. Course curriculum
 - f. How progress will be measured and how often
4. Contract administration data:
- a. Billing procedures
 - b. Contracting offices' technical representative(s)
 - c. Any special contract requirements
5. Disclosure of required contract language and clauses as follows:
- a. Compliance with federal, state, and local regulations
 - b. Remedies/sanctions
 - c. Patent rights
 - d. Copyrights and rights in data
 - e. Termination

- f. Access to records
 - g. Reporting requirements
 - h. Audit
 - i. Payment conditions and delivery terms
 - j. Contract changes
 - k. Provision against assignment
 - l. Non-discrimination
 - m. Code of conduct/conflict of interest
 - n. Retention and maintenance of records
 - o. Dispute and grievance policy
 - p. Prohibition against sectarian activities except as defined by Executive Order
 - q. Disposition of program income (except “for-profit” entities)
6. Assurances and certifications:
- a. Drug-free workplace
 - b. Lobbying
 - c. Debarment and suspension
 - d. Assurance that cost and price information submitted with proposal/bid is accurate, complete and based on current data at time of submission
7. Requirement that proposer/bidder submit the following information at the time a contract statement of agreement is executed:
- a. Federal employer ID number, if applicable
 - b. Workers’ Compensation and Unemployment Insurance account numbers, if applicable
 - c. Certification of type of entity
 - i. For profit
 - ii. Not for profit
 - iii. Political subdivision
 - d. Copy of last audit completed (RFP for subrecipient relationship only)(Vendor /Contractor relationship does not require submission of audit)
 - e. Name of person (s) who have authority to:
 - i. Submit proposals/bids
 - ii. Negotiate proposals (RFP only)
 - iii. Sign contracts
 - iv. Modify contracts (RFP only)
 - v. Terminate contracts (RFP only)
8. Statement of SAMWA COG/Contractor code of conduct and conflict of interest policies.
9. Statement of SAMWA COG/Contractor right to refuse award to any and all proposers/bidders.
10. SAMWA COG/Contractor assurance of compliance with 29 CFR 37.35.
11. If applicable, responsibilities for provision of supportive services. A disclosure by the SAMWA COG/Contractor of the evaluation factors to be used for the selection of

awardee(s).

12. A requirement that the proposer provide a line-item budget that contains at a minimum, the following:
 - a. Full disclosure of cost by SAMWA COG cost categories
 - b. Disclosure of any costs by cost category that are proposed as stand-in cost, and the funding source from which these cost will be absorbed
 - c. If any of the proposed cost are not entirely allocable to the proposed project, the method or cost allocation plan(s) used to determine the allocation to SAMWA COG (RFP only)
 - d. Disclosure of the source and amount of any funds anticipated from the other sources that may contribute to the completion of the proposed project
 - e. Detailed breakout of the proposer's staff costs, which includes an hourly rate per staff member, hours a week devoted to the proposed project, number of weeks devoted, and a description of each staff person's duties, as they relate to completion of the proposed project.
13. A statement of method(s) to be used to manage offerors' protests of the contracting agency's procurement process which includes:
 - a. With whom the offeror must file a protest
 - b. The time limitations for filing a protest
 - c. How the contracting agency will manage the process
 - d. Appeal rights (if any) of offerors

H. *Cost/Price Analysis*

1. Cost/price analysis is a process of making valuation comparisons. Price analysis is required for all contracts valued over the small purchase threshold but is a best practice for all competitively procured subrecipient contracts. It is sufficient to do price analysis when price reasonableness can be established, based on the catalog or market prices of commercially available products targeted and or market prices of commercially available products, targeted and sold to the general public, or when price is set by a law or regulation. Cost analysis, evaluating the reasonableness and allocability of resources needed to perform the work, must be performed in all other circumstances, especially when the offer is required to produce cost data (for example, a budget) or when price competition is lacking (for instance, a sole source procurement or a contract modification).
2. SAMWA COG will conduct a cost/price analysis for each procurement action as required by 2 CFR 200.324, which includes the following:
 - a. Written comparison of prices submitted by all offerors
 - b. Written comparison of prices submitted by offerors, with the independent estimate made before solicitation
 - c. Written analysis of costs submitted, with line-item budgets provided by offerors that include the following
 - i. Written determination that proposed costs are allowable and allocable to

SAMWA COG

- i. Written determination that proposed costs are properly classified by cost category
- iii. For training services, a determination of the cost per participant per training hour
- iv. For classroom training, a determination of the cost per classroom hour

I. *Evaluation of Proposals and Selection of Awardee*

- 1. SAMWA COG procedure for evaluating offers includes the following:
 - a. The person(s) responsible for evaluation of offers and the person(s) responsible for final determination of selection of awardee
 - b. A procedure that discloses the individual steps of the evaluation and the person(s) or staff position(s) responsible for each step
 - c. A policy that requires decisions made in the evaluation and award process to be noted in writing and kept in the procurement record file. The files must contain information stating reasons why proposals were not selected for award, as well as information indicating why proposals were selected for award
- 2. SAMWA COG will use a formal rating process which may include the following criteria:
 - a. An objective evaluation of the offeror's responsiveness to the request for proposals
 - b. An objective evaluation of the offeror's past experience that documents placement rates, wages rates, dropout rates, etc.
 - c. Consideration of a written objective evaluation that considers completed monitoring reports, audits and financial reporting of previous providers
 - d. Consideration of the cost/price analysis information if required by Section H (3) of the policy
 - e. Consideration of the offeror's financial resources or ability to obtain them
 - f. Consideration of the offeror's record of integrity, business ethics, and fiscal accountability
 - g. Consideration of the offeror's experience and accounting and operational controls
 - h. Consideration of the offeror's technical skills to perform the work
 - i. Consideration of the offeror's ability to provide or make available appropriate supportive services
- 3. Each contract executed shall, at a minimum, contain the specific data that includes:
 - a. The date the contract is formally executed
 - b. The operations start and end date
 - c. A detailed work statement including specification(s) for which the contractor is to be paid.
 - d. A total price for full performance, if at a fixed price agreement or a fee for services
 - e. A clear, concise statement of both performance and documentation criteria to be presented by the contractor for requesting payment, along with time frames for billing
 - f. A budget breaking out all anticipated costs by cost category and title, including any

- anticipated stand-in costs, segregated and broken out by cost category and title
- g. A contract close-out procedure that accounts for all expenditures by title and cost category and includes time frames for completion of the process
 - h. Required contract language including amendments and modifications, and assurances and certifications, as previously listed in this policy letter (G 11). If the entity is non-profit or a government entity, a determination and disclosure of the existence of program income are required.

J. Contract Administration *(Amended 12/19/2024 via SAMWA COG Resolution 2024-20)*

- 1. SAMWA COG will maintain a complete listing of all active contracts which must contain the following information:
 - a. Current name, address, telephone number, and Unique Entity Identifier (UEI) of contractor
 - b. Dollar amount of the award
 - c. Fain
 - d. Date contract was executed
 - e. Date contract expires
 - g. Whether award was made competitively, non-competitively (solicited, but inadequate competition) or sole source
 - h. The RFP number used for solicitation, if applicable
 - i. Date(s) modified, if applicable
- 2. SAMWA COG will maintain an individual contract record for all contracts, which must contain the following information:
 - a. The original/complete executed contract
 - b. Documentation of cost or price analysis
 - c. Documentation of risk analysis
 - d. Documentation of subrecipient v. contractor determination
 - e. A record of dates and amounts of payments made to the contractor
 - f. Copies of all audits, monitoring reports, programmatic and financial, along with corrective action requested and received
 - g. Any other communication pertinent to the administration of the contract
 - h. Any contract modifications or addendums