

**THE SUMMIT AND MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS
FOR OHIO LOCAL WORKFORCE AREA 2
RESOLUTION 2021-21**

A Resolution adopting adjustments to the Summit/Medina Workforce Area Council of Governments (“SAMWA COG”) Procurement Policy Manual as part of an annual review of State and Federal procurement regulations to ensure compliance with purchasing rules.

WHEREAS, the SAMWA COG was established to provide the governance structure for and to be the ultimate authority over the WDB, so that the WDB can conduct its mandated functions of planning, procuring, contracting, monitoring and assessing workforce development programs, with the SAMWA COG being ultimately responsible for the expenditure of the Workforce Innovation and Opportunity Act of 2014 (“WIOA”) funds;

WHEREAS, the SAMWA COG has been formed in part to act as the employer of staff to support the WDB in performing its mandated functions including procurement and purchases;

WHEREAS, at its meeting held 3/7/2017, the Summit and Medina Workforce Area Council of Governments (the “SAMWA COG”) adopted Resolutions 2017-07 and 2017-08, adopting the Acquisition and Procurement Policies (the “Policies”) for Area 2 and establishing Purchasing Authorities for SAMWA COG’s Executive Director, the Summit/Medina Workforce Development Board’s (the “WDB”) Finance Committee, and the SAMWA COG Board, respectively;

WHEREAS, procurement and purchasing rules for the use of federal funds will change from year to year and it is the responsibility of the SAMWA COG staff to update local policy and procedure to ensure adherence to the rules;

WHEREAS, the SAMWA COG staff as part of an annual review of State and Federal procurement and purchasing rules made adjustments to the SAMWA COG’s local policy to ensure compliance; and

WHEREAS, the SAMWA COG finds and determines, after review of all pertinent information, that it is necessary and in the best interest of Area 2 to adopt the revisions recommended by its staff to the SAMWA COG Acquisition and Procurement Policies;

NOW, THEREFORE, BE IT RESOLVED, by the SAMWA COG that:

SECTION 1

The SAMWA COG hereby authorizes and approves the adjustments to the SAMWA COG Acquisition and Procurement Policies as shown on Exhibit A, attached hereto and incorporated herein as if fully restated.

SECTION 2

This Directive shall take effect immediately upon the adoption of this Resolution.

Ayes: 2


Nays: 0

Abstain: 0

Absent: 0

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ADOPTED, this 6th day of October, 2021.

DocuSigned by:

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Summit County Executive

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Medina County Commissioner

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EXHIBIT A

Adjustments made to the SAMWA COG Acquisition and Procurement Policy include:

- 1) Grammar made consistent throughout the entire document.
- 2) Layout made consistent throughout the entire document.
- 3) Addition of Ohio Administrative Code references where indicated.
- 4) Addition of federal rules references where indicated.
- 5) Updated cost-price analysis threshold from \$150,000 to \$250,000 to align with small purchase threshold per USOMB Memorandum M-18-18.
- 6) Updated section on compliance with “Rights to Inventions” clause to match what is cited in contract language.
- 7) Updated micro- and small-purchase thresholds from \$3,00 to \$10,000 and \$150,000 to \$250,000, respectively, to align with new micro- and small-purchase thresholds per USOMB Memorandum M-18-18.
- 8) Updated RFP advertisement guidelines to align with the RFP letter of intent period.
- 9) Changed language from “copies of all letters received” to “copies of all communications received” to allow for electronic communication.
- 10) Removed language on price analysis of occupational skills training tuition costs as it does not align with the customer choice mandate.
- 11) Changed language to allow flexibility in using a competitive range or best and final offer approach to contract provider selection.
- 12) Added language to distinguish what information an RFP/ITB must include, what must be provided with a proposal or a bid, and what is due to all parties at the time the contract statement of agreement or contract is signed.
- 13) Added CRF citation for cost/price analysis requirements.
- 14) Added clarifying language on what criteria a formal rating process can include.
- 15) Removed the term “monetary” citing a monetary contract.