

## WASHAKIE COUNTY CONSERVATION DISTRICT PROCUREMENT POLICY

**I. AUTHORITY.** These policies are promulgated by the Washakie County Conservation District pursuant to the Wyoming Conservation District Act (W.S. 11-16-122).

### **II. STATEMENT OF REASON:**

Outline the procurement process for goods and services for Washakie County Conservation District (District). These policies are intended to provide notice and opportunity for vendors and service providers to submit bids and estimates for supplies and services. This rule provides transparency in the expenditure of public funds.

### **III. PRINCIPLES:**

All funds received by the District shall be expended following this procurement process. Funding tied to grants, cooperative agreements, or contracts shall utilize procurement outlined within said contracts and agreements if specific requirements exist. If no specific contracting requirements exist, these policies shall apply for all expenditures. All fiscal expenditures must be approved by the District Board of Supervisors, whom shall ensure a good faith effort to keep expenses as low as reasonably prudent.

### **IV. IN STATE PREFERENCE:**

Pursuant to Wyoming §§ 16-6-102, a requirement of a five percent (5%) preference is to be given to a resident contractor if advertisement of bid is required.

Pursuant to Wyoming §§ 16-6-105, a requirement of a five percent (5%) preference for all materials, products, equipment, and machinery used in a public works project.

Pursuant to Wyoming §§ 16-6-106, the following language is required to be inserted in invitations for bids or requests for proposals; "Preference is hereby given to materials, supplies, agricultural products, equipment, machinery and provisions produced, manufactured or grown in Wyoming, or supplied by a resident of the state, quality being equal to articles offered by the competitors outside of the state."

### **V. PROCESS:**

- a. A single purchase **up to \$5,000** no notice (advertisement) is required.
- b. For projects or purchases of **\$5,001 up to \$75,000**

**Process for procuring goods:** District advertises for a minimum 3 business days on [www.publicpurchase.com](http://www.publicpurchase.com).

**Process for procuring services:** At a minimum a notice will be published on [www.publicpurchase.com](http://www.publicpurchase.com) at least 10 business days.

c. For services **greater than \$75,000**

Request for Proposal (RFP) is required

- Competitive bids or competitive sealed bids can be utilized based on the need and the discretion of the Board of Supervisors.
- Advertise at least 10 business days on [www.publicpurchase.com](http://www.publicpurchase.com).
- Competitive bids or competitive sealed bids will be evaluated based on requirements outlined in the RFP.
- Bids will be reviewed and/or opened by two designated district supervisors or staff.
- Board of Supervisors can appoint a review team to review and rank and make recommendations to the Board of Supervisors.
- The Board of Supervisors must make a motion awarding the RFP to the successful proponent.

d. For goods **greater than \$75,000**

District will advertise utilizing a competitive bid process at [www.publicpurshase.com](http://www.publicpurshase.com) for a minimum of 10 business days.

**VI. EMERGENCY PURCHASES:**

An exception to the procurement process as described in section IV is allowed in the event of an emergency situation that would impair the District's ability to perform its duties or in the event of a natural disaster.

**VII. SOLE SOURCE:**

The purchase of new or used goods and/or services available from only one source may be exempt from the procurement requirements due to specific special equipment and/or specialized service provider effectively eliminating competition, concise written documentation should be prepared explaining why only a particular model/brand or service provider is acceptable. This documentation should be presented for approval to the District Board of Supervisors at a board meeting.

These policies were adopted during the January 15, 2018 Washakie County Conservation District board meeting.

Section IV was updated during the June 15, 2020 Washakie County Conservation District board meeting.