



Prince George's County Parks and Recreation Foundation Procurement Policy

A. General Policy

- **No Conflict of Interest.** All Trustees, employees, and agents who participate in the selection of acceptance of a contract for equipment, materials, supplies or services must comply with the Prince George's County Parks and Recreation Foundation (PGCPRF) Conflict of Interest Policy. No director, employee or agent will participate in the selection or acceptance of a contract involving a conflict of interest without the approval of the board. "Conflict of Interest" includes situations in which the employee, family members, or board member has a financial interest in the business or individual selected for the contract or may otherwise materially benefit from the relationship.
- **No Purchase of Items for Personal Use.** No Trustee, employee or agent of PGCPRF who participates in the selection or acceptance of a contract for equipment, materials, supplies or services shall use such items for personal use.
- **No Receipt of Gratuities.** No Trustee, employee or agent of PGCPRF shall solicit or accept gratuities, favors or anything of value from contractors, potential contractors, or parties to agreements with the PGCPRF.
- **No Purchase of Items Not Approved in the Budget.** No Trustee, employee, or agent of the PGCPRF shall solicit or accept any equipment, materials, supplies or services that have not been approved by the Board of Trustees in the annual budget without prior approval of the Board President and Treasurer except equipment, materials, supplies and services that have been specified in grant funded projects.
- **Contract with a Winning Bidder.** If a contract is competitively bid, the PGCPRF will enter into a contract with the bidder that has provided a combination of the preferred product or service and the best price. Prior to awarding the contract, the PGCPRF will conduct a due diligence review of the vendor. The contract will specify the equipment, materials, supplies, property or services to be purchased and the payment terms.
- **Evaluate Each Contractor.** The PGCPRF will evaluate each contractor at the completion of the contract. The evaluation information will be utilized to make decisions to award future contracts and may be shared as appropriate with business oversight or rating agencies.

B. Acquisition Procedure

The PGCPRF will conduct all procurement transactions in a manner that maximizes opportunities, increases quality and reduces the cost of purchase. The PGCPRF reserves the right to reject any bids or offers not deemed to be in the Foundation's best interest.

Pricing Procedures. One of the following procurement procedures shall be utilized for all purchases of equipment, materials, supplies, property, or services involving federal funds or involving amounts over \$5,000:

- **Open Market Inquiry.** The PGCPRF will inquire in the open market to ensure an advantageous price and quality. The file shall document the inquiries made and offers received.
- **Request for Competitive Quotes.** The PGCPRF will request competitive quotes orally or in writing from at least (3) vendors. The file shall document each invitation made and the offer received.
- **Formal Proposal Procedure.** The PGCPRF will solicit competitive responses through a formal bid procedure. All requests for proposals shall contain the phrase "Equal Opportunity Employer".

Document Prices. The PGCPRF shall maintain files on all quotations solicited and offers or bids received and any criteria for selection. In all instances in which the lowest bid is not awarded the justification will be included in the file.

Two Signatures on Checks. There must be two approved signatures on all checks for purchases over \$10,000. The Executive Director maintains sole signature authority for all purchases up to \$10,000.

C. Property and Equipment Policy

When purchasing property (real estate or equipment), the following procedures must be followed:

- **Title in the Name of the PGCPRF.** Items purchased directly for the needs of the PGCPRF shall remain the property of the PGCPRF.
- **Title in the Name of the M-NCPPC Department of Parks and Recreation Department (DPR).** Items purchased by the PGCPRF on behalf of the M-NCPPC DPR will be the property of M-NCPPC DPR, which shall be responsible for its maintenance.
- **Property Inventory.** A list of all property owned by the PGCPRF shall be kept showing the type of property, any identification numbers, original cost, and depreciated value.
- **Fixed Assets.** Property with the purchase price of \$1,000 or more will be recorded as capital assets.

- **Insurance Coverage.** The PG CPRF will maintain insurance coverage for all property owned by the PG CPRF and maintain documentation of each policy in a secured location.

D. Additional Policies When Using Federal Funds to Purchase

- **Federal Debarment.** Before purchasing goods under federal funds, the PG CPRF must review the Federal Government General Service Administration's "List of Parties Excluded from Federal procurement of Non-Procurement Programs" and document that the bidder is neither debarred nor suspended from doing business with the federal government nor delinquent in a debt to the United States as defined by OMB Circular A1-29.
- **Property of Federal Government.** Equipment purchased with federal funds that cost more than \$5,000 is generally considered the property of the federal government and must be disposed of through the applicable federal procedure.
- **Expanded restrictions on conflicts of interest.** Because specific federal programs require approval from the federal government before engaging in a transaction in which a conflict of interest exists, the PG CPRF shall check with the relevant federal agency before engaging in a transaction with a conflict of interest.