



**POLICY #: 20.04.01**

**POLICY TITLE:** Procurement and Supplier Diversity Policy

**EFFECTIVE DATE:** 4/1/2023

**LAST REVISION DATE:** N/A

**RESPONSIBLE OFFICE:** Finance

**PURPOSE:**

Valley Youth House (VYH) recognizes the value diversity brings to our employees, clients, and communities we serve. Our Procurement and Supplier Diversity Policy aims to promote the inclusion of small and diverse businesses in our purchasing process and to strive to increase our spending with qualifying enterprises. VYH will support youth entrepreneurship whenever possible by encouraging suppliers to consider employment or career exploration opportunities for youth.

The policy outlined in this document establishes standards and guidelines for procuring supplies, equipment, construction, and services to ensure that they are obtained as economically as possible through an open and competitive process and that contracts are managed with good administrative practices and sound business judgment.

**Code of Conduct**

A Code of Conduct shall govern the performance, behavior and actions of VYH, including Board members, employees, directors, volunteers, or agents who are engaged in any aspect of procurement, including – but not limited to – purchasing goods and services, awarding contracts and grants; or the administration and supervision of contracts.

1. No employee, officer, director, volunteer, or agent of VYH shall participate in the selection, award, or administration of a bid or contract if a conflict of interest is real or apparent to a reasonable person.
2. Conflicts of interest may arise when any employee, officer, director, volunteer, or agent of VYH has a financial, family, or any other beneficial interest in the vendor firm selected or considered for an award.
3. No employee, officer, director, volunteer, or agent of VYH shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family, or to any company, vendor, or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State and local

procurement laws and policies established to maximize free and open competition among qualified vendors.

### **Solicitation and Competition**

All procurement transactions will be conducted to provide – to the maximum extent possible – free and open competition among suppliers. VYH must begin with an analysis of the need for procurement to avoid purchasing unnecessary items (this may include an examination of lease versus purchase alternatives). The purchaser must then identify and specify standards for the desired goods or services and seek competitive offers to obtain the best possible quality at the best price.

In general:

- Three bids must be sought for goods and services exceeding \$20,000.
- VYH must engage in affirmative efforts whenever possible to utilize:
  - Women-owned businesses
  - Veteran-owned businesses
  - Service-disabled veteran-owned businesses
  - LGBT-owned businesses
  - Disadvantaged businesses
  - Historically Underutilized Business Zone (HUBZone) businesses
  - Minority-owned and other small businesses
  - Youth entrepreneurship
- There should be an objective Request for Proposal (RFP) selection method, and any factors for evaluation and selection should be listed in the procurement documents.
- Awards shall be made to the bidder or offer or whose bid is responsive to the solicitation and is most advantageous to VYH (price, quality, and other factors considered).
- A bid may be rejected when it is in VYH's interest to do so.
- EVP of Finance & Administration may approve exceptions in an emergency.

### **Documentation**

At a minimum, procurement records must clearly show how VYH

- Executed price sampling for purchases
- Selected the method of procurement and the type of contract to be used
- Determined which bids or proposals to accept and which to reject
- Determined the basis for the contract cost or price.

### **Contract Administration**

VYH has an overall system of contract administration to ensure proper oversight and management of procurement actions. VYH is responsible for evaluating contractor performance and documenting, as appropriate, whether contractors have met the contract's terms, conditions, and specifications. This may include progress inspections, interim products, an inspection of

goods delivered, and other methods that provide assurance that the goods or services purchased are being delivered within the scope of the contract.

VYH contract administration system must ensure that:

- The method of procurement is documented, and records are maintained for five years after the final payment is made
- All activities are carried out, and costs are incurred in compliance with applicable requirements
- Before payment is made, services performed are adequate and consistent with the contract scope of services

### **Supplier Diversity**

Qualifying suppliers must meet business size criteria established by the Small Business Administration and include enterprises across the following categories:

- Women-owned businesses
- Veteran-owned businesses
- Service-disabled veteran-owned businesses
- LGBT-owned businesses
- Disadvantaged businesses
- Historically Underutilized Business Zone (HUBZone) businesses
- Minority-owned and other small businesses
- Youth entrepreneurship

Suppliers will be evaluated on price, quality, customer service, delivery, and other business requirements.

Categories of goods and services include, but are not limited to:

- Professional services (e.g., temporary staffing, legal, coaching)
- Facilities (e.g., construction, maintenance, repair, painting, lighting, cleaning, supplies)
- Office services (e.g., flowers, gifts, catering, meetings & events)
- Marketing (e.g., creative, photo/video, promotional services)

Valley Youth House will reach supplier diversity goals by:

- Identifying, actively seeking, and continuously expanding the agency's network of small, diverse business vendors
- Training and encouraging the agency's purchase agents to include small, diverse business vendors in the purchasing process where there is alignment with our business needs
- Monitoring and measuring the effectiveness of the agency's supplier diversity efforts

Valley Youth House encourages all employees to be inclusive in their daily business decisions when selecting the best supplier to meet our business needs.