

POLICY #: 20.04.01

POLICY TITLE: Procurement Policy

EFFECTIVE DATE: 7/1/2025

LAST REVISION DATE: N/A

RESPONSIBLE OFFICE: Finance

PURPOSE:

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.
- 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

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)