Youth On Their Own
Procurement Policy

The purpose of these standards is to establish procedures for Youth On Their Own related to the procurement of supplies and other expendable property, equipment, real property, and other services.

1. Code of Conduct

No employee, officer, or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization, which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of Youth On Their Own shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub agreements. Members of the Youth On Their Own board of directors shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest. Officers, employees, directors, and agents of Youth On Their Own shall be subject to disciplinary actions, up to and including instant dismissal, for violations of these standards.

2. Competition

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. Youth On Their Own shall be alert to organizational conflicts of interest as well as noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade.

Awards shall be made to the offeror whose offer is responsive to the solicitation and is most advantageous to Youth On Their Own based on price, quality, and other factors considered. Solicitations shall clearly set forth all requirements that the offeror shall fulfill in order for the offer to be evaluated by Youth On Their Own. Any and all offers may be rejected when it is in Youth On Their Own's interest to do so.

Youth On Their Own shall avoid practices that are restrictive of competition. These include but are not limited to:

- Placing unreasonable requirements on firms in order for them to qualify to do business.
- Requiring unnecessary experience and excessive bonding.
- Noncompetitive pricing practices between firms or between affiliated companies.
- Noncompetitive awards to consultants that are on retainer contracts.
- Organizational conflicts of interest.
- Specifying only a brand name product instead of allowing an equal product to be offered and describing the performance of other relevant requirements of the procurement.
- Any arbitrary action in the procurement process.

3. Vendor Selection and Procurement for Items and Services of Youth On Their Own

The majority of Youth On Their Own's in-house purchases are for items valued at $5,000 or less. As such, the organization utilizes informal procurement methods for securing services and supplies below this threshold. A cost or price analysis shall be made in connection with every procurement action above $500 in value. Rates shall be obtained from qualified sources to ensure that the selection process is competitive. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts.

Any expenditure in excess of $5,000 for the purchase of a single item should have bids from at least two, but preferably three, suppliers if possible. An exception may be made in the event that there are not multiple vendors with the expertise or interest to submit a bid. A written cost or price analysis shall be made and documented in the procurement files in connection with every procurement action above $5,000 in value. The CEO and Director of Finance will review these bids. The CEO must approve the bid award in advance.

Procurement procedures should be followed to ensure that:

- Youth On Their Own avoids purchasing unnecessary items.
- Where appropriate, an analysis is made of lease and purchase alternatives to determine which would be the most economical and practical procurement.
- Solicitations for goods and services provide a clear and accurate description of the technical requirements for the material, product, or service to be procured.
- When relevant, the specific features of "brand name or equal" descriptions that are to be included in responses submitted to solicitation.
- Contracts shall be made only with responsible contractors/vendors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources.
- Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.
- Positive efforts shall be made by Youth On Their Own to utilize local firms, small businesses, minority-owned firms, and women's business enterprises whenever possible.

4. Procurement Permissions

Directors have authority to make individual purchases up to $500 within their approved department budgets without approval from the CEO. Purchases above $500 and less than $5,000 must be made in conjunction with the Director of Finance. Any expenditure over $5,000 must be approved by the CEO.

5. Capitalization Threshold and Recordkeeping

Capital purchases include land, buildings, furniture, fixtures, equipment, software, and vehicles that have a useful life of more than three years and cost at least $5,000. For items that meet this criteria, Youth On Their Own shall maintain a list of fixed assets showing the date of the acquisition, its cost, and a schedule for depreciation of the asset. The Director of Finance shall evaluate whether the acquisition will have an impact on insurance coverage, determine if present coverage valuations are adequate, and obtain additional coverage if necessary.