**VVII. Procurement Policy**

The overall purpose of procurement regulations is to ensure that JTHG obtains the highest quality of desired goods and services at the best price possible. JTHG also desires to follow the Federal and State procurement best practices. Federal Guidelines can be found under Subpart D – Post Federal Award Requirements (85 FR 49543, August 13, 2020). Virginia Guidelines are located under the Virginia Public Procurement Act (§ 2.2-4300. Short title; purpose; declaration of intent)

JTHG’s procurement policy is aimed at streamlining the process of procurement while maintaining adequate controls. These procurement procedures apply to all staff involved in the procurement process and to all types of procurement.

JTHG has three levels of purchasing requirements.

1. Micro-purchase awards (Expenditures less than $10,000)
   1. Micro-purchases may be awarded without soliciting competitive price or rate quotations if JTHG considers the price to be reasonable based on research, experience, purchase history or other information. Credit cards can be used for micro-purchases. Receipts and the necessary approvals are maintained for these purchases.
2. Small purchase awards (Expenditures $10,001 - $250,000)
   1. Small purchase awards are the purchase, in aggregate, for purchases $10,001 to $250,000.
   2. Two or more proposals or bids are obtained from qualified sources. JTHG’s proposal process is as follows:
      1. JTHG identifies the need and scope of the project.
      2. Requests for proposals are solicited by multiple vendors.
      3. JTHG reviews the proposals received.
      4. Contracts are awarded to the offeror whose proposal is most advantageous to JTHG, with price, quality and other factors considered.
      5. The proposals obtained are maintained as per our documentation policy.
   3. JTHG will take necessary affirmative steps to assure that minority businesses, women’s business enterprises and labor surplus area firms are used when possible.
3. Noncompetitive procurement
   1. Occasionally, the noncompetitive procurement process is utilized. Below are the circumstances when it is appropriate at JTHG:
      1. The item is available only from a single source.
      2. The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation.
   2. Rationale on why the noncompetitive procurement process was utilized is documented. Factors to be considered include:
      1. Uniqueness of items or services to be procured from the proposed contractor or vendor.
      2. How JTHG determined that the item or service is only available from one source (e.g., market survey results, independent agency research, patented or proprietary system).
      3. Explanation of need for contractor’s expertise linked to the current project (e.g., knowledge of project management, responsiveness, experience of contractor personnel, and/or prior work on earlier phases of project)
      4. Any additional information that would support the case.
   3. This documentation will be maintained per our documentation retention policy.

It is the responsibility of JTHG management to ensure contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.

No JTGH employee, officer or agent may participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest.

* A purchase of $150 or less requires no approval
* Purchases of $500 or less require only one approver
* A purchase of $5,000 or less requires two approvals