

**9200-07.01 CHAMPAIGN -URBANA PUBLIC HEALTH DISTRICT PURCHASING
POLICY RULES, REGULATIONS, and PROCEDURES FOR PURCHASING**

Effective December 11, 2023

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**CHAMPAIGN-URBANA PUBLIC HEALTH DISTRICT
PURCHASING POLICY RULES, REGULATIONS,
AND PROCEDURES FOR PURCHASING**

I. SCOPE & PURPOSE

It is the policy of the Champaign-Urbana Public Health District Board of Health (CUPHD) that:

- A. The Purchasing Policy shall be the sole guideline for business transacted between vendors and CUPHD. This applies to all contracts/leases whether formal or implied.
- B. All CUPHD Divisions, CUPHD employees, and all elected or appointed CUPHD officials shall follow the Purchasing Policy when procuring goods and services with public funds, except as stated in Article V, Exceptions.
- C. When the procurement involves the expenditure of State or Federal assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory State and/or Federal law(s). Nothing in this policy shall prevent any CUPHD Division from complying with the terms and conditions of any grant, gift, bequest, or cooperative purchasing agreement that is otherwise consistent with law. See 9200-07_03 Federal Awards Standards Procurement Policy

II. POLICY STATEMENT

It is the policy of the CUPHD's Board of Health that:

- A. The CUPHD's primary objective in purchasing is acquiring the greatest value and, as such, price may be, at times, a secondary consideration.
- B. To make the most efficient use of taxpayers' dollars.
- C. To allow for competitive pricing in the procurement of all goods and services.
- D. To maintain an "Open Door" policy, whereby all responsible suppliers will receive proper consideration.
- E. When the bid process is utilized, the lowest bidder conforming to bid specifications will be given greater consideration.
- F. When comparable goods and services are available, the supplier with the lowest price will be given greater consideration.
- G. When using either the bid process or the normal procurement process, all other factors held equal, local vendors may receive preference. In addition, diversity goals may also contribute toward vendor selection.

- H. Gratuities or gifts, of any types, to CUPHD officials or employees — elected, appointed, salaried or hourly — are prohibited both during the bidding process and after award of bid or contract for services.
- I. All bids and quotes are subject to the State of Illinois Freedom of Information Act; however, bids/quotes/proposals shall not be used by vendors or CUPHD to gain unfair competitive advantage either prior to, during, or after the competitive bidding process.
- J. Receipt of an Invitation to Bid or other Procurement document or submission of any response thereto, or other offer, confers no right to receive an award or contract nor does it obligate CUPHD in any manner.
- K. Words in singular number include the plural, and those in the plural include the singular except where such construction would be unreasonable or the context otherwise clearly indicates. Words of a particular gender include any gender and the neuter, and when the sense so indicates, words of the neuter gender may refer to any gender.
- L. In order to help provide a stable market for recycled goods, CUPHD will strive to make a concerted effort to purchase and use recycled/recyclable/reclaimable goods quoted of comparable quality to District specified requirements and are quoted at a price competitive for the quality specified.
- M. Conflicts Of Interest
 1. No employee, elected official, agent, or other individual employed by CUPHD, or his or her immediate family member, partner, or organization that employs or is about to employ any of the foregoing may participate in the procurement of goods/services for CUPHD or the bidding, selection, or award of contracts therefore if a conflict of interest, real or apparent, would be involved.
 2. Such a conflict would arise when any of those previously listed individuals has a financial or other interest in the firm selected for award.
 3. As used herein, the following definitions apply:

Conflict of Interest – A situation in which an employee, board member, officer, or agent has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties. A conflict of interest represents a divergence between a person covered by this policy and their private interests and their professional obligations to CUPHD such that an independent observer might reasonably question whether the individual’s professional actions or decisions are determined by considerations of personal gain, financial or otherwise.

Financial Interest – An officer, agent, board member, his or her partner, employee, or their immediate family, is considered as having a financial interest in a company if: they receive more than \$10,000 in consulting income, salaries, or equity in the company; they have more than 5 percent equity in the company; they have intellectual property rights in or receive royalties from the company; or they serve as a director, officer, partner, trustee, manager or employee of the company.

Immediate Family – Immediate family includes an employee’s spouse, grandparent, parent, brother, sister, child or grandchild, his or her partner.

4. It shall be a breach of ethical standards for any CUPHD employee to participate directly or indirectly in a procurement when the employee knows:
 - The employee or any member of the employee’s immediate family, board member, officer, agent, his or her partner, has a financial interest pertaining to the procurement;
 - A business or organization in which the employee, or any member of the employee’s immediate family, has a financial interest pertaining to the procurement; or
 - Any other person, business or organization with whom the employee or any member of employee’s immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

III. PROCUREMENT OF GOODS/SERVICES

It is the policy of the Champaign-Urbana Public Health District Board of Health (CUPHD) that all procurement of goods/services shall fall under the following classifications and shall follow these rules unless an exception acknowledged by this Policy applies:

- A. CHECK REQUEST OR REQUISITION/PURCHASE ORDER – GOODS/SERVICES \$4,999.99 OR LESS.
 1. The Check Request detailing the vendor invoice shall be the standard document utilized for the systematic procurement of goods/services for CUPHD, except paper products, janitorial supplies, medical and dental supplies, which shall use a Requisition/Purchase Order.
 2. The Vendor Invoice and shipping notice (if applicable) shall be the sole document required for the procurement and payment of goods/services, except paper products, janitorial supplies, medical and dental supplies, whose total monetary value does not exceed \$4,999.99.
 3. The Check Request must be approved by the requesting division director, or an authorized delegate via software workflow (e.g. Paramount) before it may be paid. The division director, or an authorized delegate shall be the only

individuals who may approve Check Requests for their division.

4. The Requisition/Purchase Order must be approved by the requesting division director, or an authorized delegate via software workflow (e.g. Paramount) before it may be ordered and subsequently paid upon receipt of items ordered and matching invoice. The division director, or an authorized delegate shall be the only individuals who may approve Requisition/Purchase Order for their division.

B. PURCHASE REQUISITION – GOODS/SERVICES EXCEEDING \$4,999.99 AND LESS THAN \$30,000.

1. For purchases totaling \$4,999.99-\$30,000, the division director in working with the Finance Division, shall exercise due diligence to obtain a minimum of three written quotes, and may use a Request for Proposal (RFP) for services, if appropriate. The Purchase Requisition must include documentation of all quotes obtained and/or memos documenting due diligence.
2. Purchase Requisitions must be approved by the Administrator or a delegate designated by the Administrator, via software workflow (e.g. Paramount) before approval by the Champaign-Urbana Public Health District's Board of Health. The Board of Health must also approve via software workflow before the Purchase Order is generated and provided to the chosen vendor.
3. Goods/services may not be ordered prior to a fully executed purchase order via software workflow (e.g., Paramount).
4. That goods/services that have been ordered and received by Purchase Requisition/Purchase Order on or before June 30th will have funds available in the current budget for payment within the first sixty (60) days of the new fiscal year. Any items received after June 30th must have a new fiscal year Purchase Requisition completed and close the prior year Purchase Requisition/Purchase Order.
5. For Capital Construction / Building Improvements or Occupancy Maintenance purchases of \$5,000 -\$30,000, and if the good or service is in a category covered by the Prequalified Vendor List maintained by the Diversity, Equity and Inclusion Specialist and included in the Purchase Requisition support, the Building Services Coordinator shall attempt to obtain quotes from the vendors on the Prequalified Vendor List who are certified to provide those services and may award the contract to the vendor from the Prequalified Vendor List who provides the best price Requisition for Purchase Order Summary including detailed information of items to be purchased and copies of all quotes received from eligible prequalified vendors who provided quotes.

6. For purchases of \$5,000 - \$30,000, the requirement for three written quotes, as stated in Article III-B (1), is waived if the items purchased are available through competitively solicited contracts bid and negotiated by the State of Illinois, U.S. General Services Administration, or other lead public agency in accordance with public purchasing rules and regulations as allowed by Illinois state statute (e.g. 5 ILCS 220/3). The Purchase Requisition must include documentation regarding the contract utilized for the purchase. Additional quotes are not needed but Purchase Requisition of funds is required.
7. CUPHD personnel shall create a Purchase Requisition, after determination of source and price, and release to software workflow (e.g. Paramount) for approval and conversion to Purchase Order prior to placing the order or executing the contract.
8. Review of the feasibility of using the bid process for items exceeding \$4,999.99, but anticipated not to exceed \$30,000, shall be made by the requesting division and in conjunction with the Finance Director on a case-by-case basis.

C. PURCHASES AND OTHER GOODS/SERVICES FOR \$30,000.01 OR MORE

1. Requirements for Bidding/Competitive Selection Procedure
 - a. All purchases of goods or services, including those for contractor work, that are estimated to cost \$30,000.01 or more must be let for bid or procured through a competitive selection (Request for Proposal-RFP or Request for Qualifications-RFQ) process unless an exception acknowledged by this Policy applies.
 - b. Divisions may not make two separate Purchase Requisitions/Purchase Orders for the same good/service in order to circumvent the normal bidding procedure. In other words, do not split order up to get it under \$30,000.01.
 - c. Any final award of contract or approval of purchase obtained through formal bids or requests for proposals/requests for qualifications must be approved by the full CUPHD Board of Health.
 - d. All meetings and discussions of the award of a bid or contract shall be open to the public and welcome the public's participation except where closed meetings to consider the subject(s) are authorized by law (e.g. the Open Meetings Act).

- e. Public notification of bid/RFP/RFQ shall be placed in the "Legal Notices" section of a newspaper of general circulation in Champaign County for a minimum of one (1) day in each of three (3) successive weeks, and, when appropriate, provide notice in related professional publications, web sites and social media by Administration (Administrative Assistant). All expenses incurred in the publication of notice of bid/RFP/RFQ will be the responsibility of the requesting division.

2. Bid/Request Types

It is the policy of the Champaign-Urbana Public Health District Board of Health to allow for competitive pricing and that the use of the bid system shall be the vehicle by which this policy shall be carried out.

- a. Formal bids shall be used when the projected monetary value of goods or services to be procured exceeds the limit set in 1.a, above.
- b. Requests for Proposals (RFP) or Requests for Qualifications (RFQ) shall be used when the goods or services required, due to their nature, do not fall in a classification for which clearly established technical specifications can be provided to bidders.
- c. Requests for Qualifications (RFQ) following the Quality Based Selection (QBS) requirements established in 50 ILCS 510/1 et seq. for selection of architects, engineers and land-surveying services (statute that under \$40,000 does not require bids) shall be followed for the procurement of those services.

3. Steps in Bidding/Competitive Selection Process

- a. Details of specifications shall be prepared by requesting division director or the building services coordinator for goods or services to be bid upon or procured through competitive selection. Assistance will be available to the requesting division for the preparation of specifications from Finance Division, upon request; however, the quantity and final determination of quality of goods/services to be bid/procured shall be the responsibility of the building services coordinator or division director whichever is applicable.
- b. Availability of funds shall be verified by Director of Finance.
- c. Upon completion of preparation of bid/proposal as identified in Steps 3.a and

3.b above, the final review of bids/proposals and approval to release bids/proposals shall be approved by the Administrator.

- d. Bid/proposal package shall be created. Bid/Proposal package shall include:
- Introductory Letter (detailing bid/proposal due date, pre-bid conference, and bid opening date).
 - Instructions to Bidders Document
 - Purchase Order Terms and Conditions (including billing and payment terms)
 - Bid/Proposal Specifications and Requirements
 - Bid/Proposal Guidelines
 - Bid/Proposal Quote Sheet
- e. Advertisement shall be placed in the "Legal Notices" section of a local newspaper of general circulation in Champaign County for a minimum of one (1) day in each of three (3) successive weeks, and, when appropriate, provide notice in related professional publications or web sites. All expenses incurred in the publication of notice of bid/proposal shall be the responsibility of the requesting division. Notice should include:
- Bid/Proposal Number
 - The Goods/Services to be Bid/Proposed
 - Instructions to Obtain Bid/Proposal Package
 - The Date and Time of Pre-Bid Conference
 - The Due Date, Time, and Place of Bid/Proposal Opening
- Annual bid proposal numbers for all bids/proposals shall be maintained by the Finance Division; divisions preparing bids/proposals shall obtain annual bid proposal numbers from the Finance Division.
- f. Analysis of bids/proposals received will be prepared and/or reviewed by requesting division director and submitted by requesting division to CUPHD Board of Health. Analysis shall include a detailed bid/proposal summary and a history of prior awards and business transacted during the prior three (3) years between CUPHD and bidders/proposers.
- g. The Champaign-Urbana Public Health District Board of Health awards all contracts and bids.
- h. After Champaign-Urbana Public Health District Board of Health approval,

the requesting division creates a Purchase Requisition and releases to software workflow (e.g. Paramount) for the approval process which upon completion converts the Purchase Requisition to a Purchase Order at which time the goods or services may be ordered.

- i. The Administration (Administrative Assistant) notifies all bidders of the results of award of bid/contract.
- j. After award of contract or bid, original bids/quotes/proposals submitted by vendors will be retained by the Finance Division for at least three (3) years, or as required by law.

4. Awarding Purchase Orders/Bids/Proposals/

Contracts

It is the policy of the CUPHD that:

- a. In addition to price and terms of sale as conditions for award of bid, the following shall also be given great consideration: quality of goods bid, minority, female-owned businesses, veteran-owned businesses, the financial condition and proven ability of the supplier, ability to provide goods/services in a timely manner, and the history of the supplier in past dealings with CUPHD.
- b. In accordance with the Prevailing Wage Act (820 UKCS130/0.01 et seq), public work construction project bidders must pay current prevailing wage to all laborers, workers and mechanics when contracted via quote or bid per this policy.

The Illinois Department of Labor's Prevailing Wage Rate side is located at <https://www2.illinois.gov/idol/laws-rules/conmed/pages/prevailing-wage-rates.aspx>).

5. Contracts

- a. The Champaign-Urbana Public Health District's Board Appointed Attorney will review contracts prior to final signature by the Board Chair.
- b. Contracts shall be signed by the Board of Health only after all required endorsements to awarded bidders insurance and proof of coverages have been received by the building services coordinator or applicable division director, and forwarded to Finance Division for review and retention through the contract service period plus 3 years (or as the law requires).
- c. All contracts for goods/services which have been approved by the Champaign-Urbana Public Health District's Board of Health will be signed by the Board Chair.

D. UNAUTHORIZED PURCHASES

1. An Unauthorized Purchase occurs when the materials, services, or any expense is charged to the Champaign-Urbana Public Health District by a person who has not been given such authority. Unauthorized Purchases include procuring goods and supplies, equipment, construction, or services (including professional services) without following the provisions of this policy. The individual making an Unauthorized Purchase may incur a personal obligation to the vendor or the District for the expense even though the goods and supplies, equipment, construction, or services (including professional services) are used for CUPHD business.

IV. EMERGENCY PURCHASES

It is the policy of Champaign-Urbana Public Health District Board of Health that:

- B. Emergency purchases shall be classified as those purchases, which ensure public health and safety, protect public property, and to limit District liability. A written determination of the basis for the emergency and for the selection of a particular vendor shall be included in the support. The District shall document a good faith effort was made and include documentation.
- C. Emergency purchases are subject to reporting to the District's Board Chair for approval for ratification at the next regularly scheduled board meeting.
- D. Payment for emergency purchases will be approved via software (i.g. Paramount) by the District's Board Chair prior to the meeting for ratification.
- E. It is recognized and acknowledged that in certain potential situations, the provision of assistance consisting of personnel, equipment, supplies and/or services by a local public health department outside its territorial limits in order to assist another local public health department is desirable and necessary to preserve and protect the health,

safety and welfare of the residents of the State of Illinois. (see 9200-07_00 Emergency Finance Policy)

V. EXCEPTIONS

- A. Examples of non-negotiable or proprietary purchases that do not require a purchase requisition and, therefore, may be processed by check request or expense sheet (if applicable) include, but are not limited to:
1. Books
 2. Subscriptions
 3. Copyrighted Material
 4. Membership and Registration fees
 5. Legal Services and Related Litigation Expenses
 6. Postage fund replenishment
 7. Death Certificate Surcharges
 8. Client Rent and/or utility assistance
 9. Professional License Fees (see 9500-2.3 Professional Licensing Fee Reimbursement)
 10. Insurance policy renewals
 11. Benefit payments (i.e., medical insurance, federal and state taxes, payroll)
 12. Payments to Board Appointees (see 9200-01_06 Internal Controls for Payments to Persons Appointed by the Board of Health)
 13. Intergovernmental Payments
 14. Bank Payments
 15. Settlement of Judgements & Claims
 16. Utility payments for electric, gas, water, sewer, telephone, and cell phones
 17. Refunds
 18. Travel & Employee Reimbursement (see 9200-15_01 Travel Reimbursement Policy)
This item will use an Expense Sheet method via software workflow (e.g. Paramount).

VI. PROCEDURE FOR NON-COMPLIANCE

- A. The Finance Division/Treasurer shall not process any payment for goods, supplies, services, or construction (except for professional services, the procedures for which are set forth in Article III-C unless such procurement was in compliance with the

terms of this policy. If the Finance Division is requested to process any payment that is not in compliance with this policy, the Finance Director shall, after consultation with the District's Attorney, promptly report such requests and the nature of the non-compliance to the Champaign-Urbana Public Health District's Board of Health.

- B. If the purchase amount is below \$30,000, and, if the procurement is not in violation of State or Federal law, then the Division Director making the request of the Finance Division for payment, shall present the matter to the Board of Health which, if a majority of the members present vote to approve the non-compliant expenditure, may approve the non-compliant expenditure.
- C. Procedure for Addressing Non-compliance for Purchases of Professional Services. If the Finance Division is requested to process any payment for Professional Services in excess of \$30,000 that is not in compliance with this policy, the Finance Director shall, after consultation with the District's Attorney, promptly report such request and the nature of the non-compliance to the Champaign-Urbana Public Health District Board of Health. If the Attorney opines that the services sought constitute Professional Services under state law, and, if the procurement is not otherwise in violation of State or Federal law, then the Division Director/Administrator making the request of the Finance Division for payment, shall present the matter to the Champaign-Urbana Public Health District Board of Health. which, if a majority of the members present vote to approve the non-compliant expenditure, may vote to approve the non-compliant expenditure.
- D. Competitive Sealed Bids/Competitive Sealed Proposals – Non-compliance Ascertained Prior to Bid Opening or Closing Date for Receipt of Proposals. If prior to the Bid opening or the closing date for receipt of proposals, the Director of Finance, after consultation with the District's Attorney, determines that a solicitation is in violation of federal, state, or local law, then the solicitation shall be cancelled or revised to comply with applicable law.
- E. Competitive Sealed Bids/Competitive Sealed Proposals – Non-compliance Ascertained Prior to Award. If after Bid opening or the closing date for receipt of proposals, the Director of Finance, after consultation with the District's Attorney, determines that a solicitation or proposed award of a Contract is in violation of federal, state, or local law, then the solicitation or proposed award shall be cancelled.
- F. Competitive Sealed Bids/Competitive Sealed Proposals – Non-compliance Ascertained After Award. If, after an award, the Director of Finance, after consultation with the District's Attorney, determines that a solicitation or award of a Contract was in violation of the Purchasing Policy, then:
 - 1. if the Person awarded the Contract has not acted fraudulently or in bad faith:

- a. the Contract may be ratified and affirmed by the District Board of Health, provided it is determined that doing so is in the best interests of the District and provided that no violation of State or Federal law has occurred in the procurement process; or
 - b. the Contract may be terminated, and the Person awarded the Contract shall be compensated for the actual costs reasonably incurred under the Contract prior to notification; or
2. if the Person awarded the Contract has acted fraudulently or in bad faith the Contract may be declared null and void or voidable, if such action is in the best interests of the CUPHD.

VII. DEFINITIONS

The words defined in this Policy shall have the meanings set forth below whenever they appear in this Policy

1. Confidential Information. Any information which is available to an Employee only because of the Employee's status as an Employee of CUPHD and is not a matter of public knowledge or available to the public via a request made at that time pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.).
2. Purchase Order. An approved and converted Requisition directing a vendor to provide goods, supplies, services, equipment, construction, or professional services to CUPHD.
3. Requisition. When a CUPHD Division enters the details of goods and supplies, services, equipment, construction, or professional services into the accounting software (e.g. Paramount) for approval prior to obtaining said goods and services.
4. Check Request. When a CUPHD Division enters an invoice or request for services that are non-negotiable or proprietary into the accounting software (e.g. Paramount) for approval.
5. Expense Sheet. When a CUPHD employee enters the details of travel expenses, mileage, Governmental Service Administration (GSA) per diems, professional license fees, or small expenses previously approved by the division director for reimbursement into the accounting software (e.g. Paramount) for approval.
6. Software Workflow. The automated routing and tracking of requests and approvals within the accounting software to ensure efficiency and transparency. This meaning applies to both the "Paramount" system current as of the date of this Policy's most recent revision, but also any successor version, system, or software differently named.

VIII. APPROVAL LIMITS AND DESIGNEES

Authorized Approver	Designee	Approval Limit per Transaction
Administrator*	Assistant Administrator	<\$5,000
Assistant Administrator*	Director of Finance	<\$5,000
Director of Environmental Health (EH)*	Program Coordinators	<\$1,000
Director of Finance	Accountant II or Director of HR	<\$1,000
Director of Human Resources (HR)*	HR Generalist or Director of Finance	<\$1,000
Director of Maternal & Child Health (MCH)*	Program Coordinators	<\$1,000
Director of Research, Planning & Development	Director of Finance	<\$1,000
Director of Teen & Adult Services (TAS)*	Program Coordinators & Nurse Practitioner	<\$1,000
Director of Wellness & Health Promotion (WHP)*	Program Coordinator	<\$1,000

*The Director of Finance can act in the case of an emergency on behalf of any authorized approver or designee.

End of Policy