Community Health Centers of Greater Dayton has created this policy and procedure to guide in the acquisition of services and materials in an effective manner that is consistent with the provisions of applicable Federal statutes and executive orders.

Community Health Centers of Greater Dayton reserves the right to change or amend this policy at any time as may be deemed necessary.

**Policy:**

Community Health Centers of Greater Dayton (CHCGD) employees and its representatives shall not participate in the selection, award, or administration of a contract if a real or apparent conflict of interest exists (i.e.; an employee, officer, or agent, any member of his/her immediate family, his/her partner, or an organization that hires any of those parties, has a financial interest in the firm selected for a contract.) The officers, employees, or agents of the recipient of the contract shall neither solicit nor accept gratuities, favors, or anything of monetary value from the contractors. Violation of this code of conduct shall result in disciplinary action, up to and including termination of the employer/employee relationship.

All transactions shall be conducted in a manner to provide, to the extent possible, free competition. CHCGD retains the right to reject any and all bids or offers when it is in the best interest to do so.

**Procedures:**

1. When procuring a contract for service or materials, the award to purchase shall be made on the basis of the following attributes:
   a. Price – reasonableness; allocability; and allowability.
   b. Quality
   c. Availability
   d. Qualification/Recommendations
   e. Other factors, as appropriate

2. Any procurement for a contract, service or materials, with a single item value greater than $10,000 requires at least three competitive bids from outside vendors. If it is not possible to obtain multiple bids due to lack of options, justification must accompany the request for acquisition.
After all bids have been received, they will be presented to the Board for review and approval. Appropriate written justification must be provided by the requesting department for items requiring competitive bids that can only be purchased from one source.

3. Employees of CHCGD shall avoid purchasing unnecessary items.

4. When solicitations for goods and services are made for single acquisitions with a value of $10,000 or greater, the following shall occur:
   
   a. There shall be a clear and accurate description of the technical requirements for the material, product, or service to be acquired.
   b. The requirements which must be fulfilled by the bidder will be defined to the extent practical and economically feasible, goods, and services acquired will be dimensioned in the metric system; be energy efficient, conserve the natural resources, and protect the environment.
   c. To the extent practical and economically feasible, consideration for procurement of materials, supplies, and services will be granted to small businesses, minority owned firms, and women’s business enterprises.

5. The type of procuring instrument shall be appropriate for the particular program (i.e.; fixed price; cost reimbursable; purchase order; or incentive contracts.) “Cost plus percentage” or “percentage of construction cost” method of contracting are not allowable forms of contracting in accordance with the Office of Budget Management (OMB) A 133 audit standard.