

<b>TITLE: Prevention of Unnecessary &amp; Duplicative Purchases - Procurement Policy</b>		Approved by: Auditor Civil Legal
		County Administrator Purchasing Agent <i>10</i>
		Date Approved <i>2/5/2019</i>
Effective Date: <i>2/5/2019</i>	Commissioner's Court Date Approved: <i>2/5/2019</i>	Page No: 1 of 1

## I. PURPOSE

To ensure that any and all purchases using all State or Federal Grants and all Funds associated including Funds pursuant to 2 Code of (CFR) Part 200 are reviewed in detail to ensure that Unnecessary and/or Duplicative Purchases have not been included in the project or scope. This applies to all materials, equipment, and services.

## II. SCOPE

This procedure applies to all purchases using all State or Federal Grants and all Funds associated including Funds pursuant to 2 Code of (CFR) Part 200

## III. RESPONSIBILITY

Project Engineer

## IV. GENERAL

Whenever a Bid, RFP, RFQ is received using State or Federal Grants and all Funds associated including Funds pursuant to 2 Code of (CFR) Part 200. All Bids recommended for award will be examined in detail to verify that no Unnecessary and/or Duplicative items or services for purchase have been included in the Bid, RFP, RFQ. by vendor/vendors to be used by the County. This step must be verified by project Engineer with a Signed Affidavit included in the Bid file in Purchasing Department, Project file in the PD&M Dept., as well as attached to Agenda for award of Bid, RFP, RFQ and Contract.

If Commissioners Court awards to a firm not recommended for award and not reviewed for (U&D) a subsequent review Affidavit will be prepared and signed by the Project Engineer for the alternate firm selected for award by Commissioners Court and prior to Contract presentation to Commissioners Court for consideration / approval.  
(see attached Affidavit).

# Cameron County Commissioners' Court Agenda Request Form

No. C. KK

Date: January 24, 2019

Meeting Date Request: February 5, 2019

Deadline for Action:

Contact Person: Mark A. Yates

Department: PD&M

Phone: 956-554-0828

Fax: 956-544-0891

Department Head Name:

Signature:

## Consent Item:

Consideration and Approval of a Resolution Adopting a Procurement Policy that Prevents Purchases of Items that are Unnecessary or Duplicative for HUD CDBG grant funded projects pursuant 2 CFR Part 200.318.

**Background:** (Briefly summarize your request, if needed use separate sheet(s) or attach supporting documentation).

On September 24-28, 2019 Texas General Land Office performed an on-site review of a Cameron County GLO funded Disaster Recovery Community Development Block Grant contract 12-361-000-6127. GLO identified a need for Cameron County to adopt a procurement policy that incorporates specific language to ensure the avoidance of unnecessary or duplicative purchases of items. The finding does not constitutes any disallowed cost or other improprieties.

Policy for Avoidance of Unnecessary or Duplicative Item(s) Purchases attached.

**PLEASE FILL IN ALL BLANKS WITH REQUIRED INITIALS AND FISCAL DATA INFORMATION  
OR PLACE N/A IF IS NOT APPLICABLE:**

County Judge N/A Auditor N/A Budget N/A Legal DD Human Resources N/A Purchasing [Signature]  
1295 Form N/A

## **Fiscal Data:**

Dept. Name: PD&M Fund No. N/A  
Funds Available: Yes X No   

## **Funds From:**

Department: Yes    No X Amt. Expended : N/A  
General: Yes    No X Impact on future budget: Yes    No X  
Grant: Yes    No X

## Comments:

## **Action taken by Commissioners' Court**

Approved    Tabled    Denied    Motion made by    Seconded    Vote

THE STATE OF TEXAS     §  
COUNTY OF CAMERON   §

**RESOLUTION  
ON  
PROCUREMENT POLICY  
AVOIDING UNNECESSARY & DUPLICATIVE ITEMS  
For  
HUD COMMUNITY DEVELOPMENT BLOCK GRANT FUNDED PROCUREMENT**

In accordance with 2 Code of Federal Regulations (CFR) Part 200, the County of Cameron hereby adopts and will enforce the following procurement policy and procedures with respect to avoidance of acquisition of unnecessary or duplicative items for Community Development Block Grant or other federal or state funded projects.

**PURPOSE** The purpose of this Procurement Policy is to ensure that sound business judgment is utilized in all procurement transactions and that supplies, equipment, construction, and services are obtained efficiently and economically and in compliance with applicable federal law and executive orders and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition.

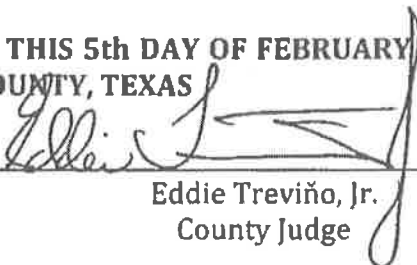
**APPLICATION** This policy applies to the procurement of all supplies, equipment, construction, and services of and for Cameron County related to the implementation and administration of the CDBG award. All procurement will be done in accordance with 2CFR Part 200 and Appendix II to Part 200.

**POLICY GENERAL PROCUREMENT PRACTICES** Cameron County will adhere to the following general procurement practices: document procurement standards; maintain oversight of contractors to ensure performance in accord with standards; avoid acquisition of unnecessary or duplicative items; encourage procurement or use of shared goods and services; use Federal excess and surplus property when feasible; encourage value-engineering clauses in construction contracts; award contracts only to responsible contractors; limit use of time and materials contracting; and use good administrative judgment to settle all contractual and administrative issues.

**COMPETITION** Cameron County will provide full and open competition; prohibit use of state or local geographical preferences; develop written procedures for procurement transactions to ensure competition is not restricted; and ensure that pre-qualified lists are current.

County of Cameron on this date below has introduced and passed a resolution adopting this policy.

**PASSED AND ADOPTED THIS 5th DAY OF FEBRUARY 2019, BY THE COMMISSIONERS  
COURT OF CAMERON COUNTY, TEXAS**

  
\_\_\_\_\_  
Eddie Treviño, Jr.  
County Judge

**CAMERON COUNTY  
CERTIFICATION / VERIFICATION CONFIRMATION OF NO  
UNNECESSARY AND/OR DUPLICATIVE PURCHASES**

**PROJECT NAME:** \_\_\_\_\_

**BID #:** \_\_\_\_\_

CONTRACT #: \_\_\_\_\_

PROJECT ENGINEER COMPANY NAME: \_\_\_\_\_

As is required by the Federal Regulations Implementing Executive Order 2 Code CFR Part 200, Government-wide verification of no Unnecessary and/or Duplicative purchases, Project Engineer certifies, to the best of his or her knowledge and belief, that:

Two Step Verification/Certification: A) At preparation of bid quantities to procure; and  
B) At preparation of bid tabulation and bid recommendation.

Step A: After review/analysis of this Bid package as prepared and to be released (solicitation) to all interested bidders *no Unnecessary or Duplicative items were found in the bid request;*

PROJECT ENGINEER AUTHORIZED SIGNER:

PRINT NAME(signer): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Step B: After review/analysis of the recommended Bid package for award *no unnecessary or duplicative items were found;*

PROJECT ENGINEER AUTHORIZED SIGNER:

PRINT NAME(signer): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RECOMMENDED BIDDER AUTHORIZED SIGNER:

PRINT NAME(signer): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_