


To: Steve Rapson

From: Ted L. Burgess 

Date: March 28, 2024

Subject: Policy & Procedures – Procurement with Federal Funds

Federal Uniform Administrative Requirements say that the county must “have and use documented procurement procedures” that comply with the Code of Federal Regulations at 2 CFR 200.317 through 327. The Board of Commissioners approved existing policies and procedures on March 22, 2012. Since that time, there have been a number of changes, additions, and instructions that make it necessary to update the document.

The existing Policy & Procedures are seven pages long. To meet the changing requirements, the updated Policy & Procedures presented for your consideration have been expanded to 28 pages.

One reason for the increase in number of pages is that previously, federal agencies required local governments to state *what* they would do in their written policies and procedures. Now, they are increasingly requiring that we also say *how* we will do it.

Also, the number of requirements continues to increase. Some examples of additional requirements:

- 1) Include a provision for purchase, acquisition, or use of goods produced in the United States in all contracts and purchase orders. This includes iron, aluminum, steel, cement, and other manufactured products.
- 2) Procure only items designated by the EPA to contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
- 3) Establish an Affirmative Procurement Program for procurement of recovered materials identified in EPA guidelines.
- 4) Procedures for a new category of procurement called Micro-Purchases.

I normally prefer to include a red-lined copy of changes for ease of review. However, there are so many changes in the updated Policy and Procedures that it would be difficult to read and absorb. For that reason, only the final proposed Policy and Procedures are attached.

Also for clarity, the Board approved another updated Policy and Procedures on November 9, 2023. That was to comply with the Georgia Department of Transportation's requirements when using federal funds to acquire engineering and design services for road projects. The approval requested by this Agenda Item is meant to cover procurements using all other federal grants.