

YTT Tendering & Procurement Policy

**yesterday
today
tomorrow** 



YTT Tendering & Procurement Policy

The policy set forth in this document establishes standards and guidelines for the tendering & procurement of supplies, equipment, and services to ensure that they are offered and/or obtained as economically as possible through an open and competitive process, and that contracts are managed with good administrative practices and sound business judgment.

Code of Conduct

A Code of Conduct shall govern the performance, behavior and actions of YTT, including all members, employees, volunteers, or agents who are engaged in any aspect of tendering and/or procurement, including – but not limited to – offering and/or purchasing goods and services; awarding contracts; or the administration and supervision of contracts.

1. No YTT employee, volunteer or association member shall participate in the tender, selection, award or administration of a bid or contract if a conflict of interest is real or apparent to a reasonable person.
2. Conflicts of interest may arise when any YTT employee, volunteer or association member has a financial, family or any other beneficial interest in the vendor firm selected or considered.
3. No YTT employee, volunteer or association member shall do business with, tender or award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of tendering & procurement laws and policies established to maximize free and open competition among qualified vendors.
4. YTT's employees, volunteers or association members shall neither solicit nor accept gratuities, gifts, favors or anything having a monetary value from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.
5. As permitted by law, rule, policy or regulation, YTT shall pursue appropriate legal, administrative or disciplinary action against an employee, association member, volunteer, vendor or vendor's agent who is alleged to have committed, has been convicted of or pled no contest to a tendering and/or procurement related infraction. If said person has been convicted, disciplined or pled no contest to a tendering and/or procurement violation, said person shall be removed from any further responsibility or involvement with grants management, tendering & procurement actions or bids.

Solicitation and Competition

All tendering and/or procurement transactions will be conducted to provide – to the maximum extent possible – free and open competition among suppliers. YTT shall begin with an analysis of the need for the tendering and/or procurement, to avoid the purchase of unnecessary items (this may include an examination of lease versus purchase alternatives). The purchaser must then identify and clearly specify standards for the goods or services desired, and seek competitive offers where possible to obtain the best possible quality at the best possible price.

In general:

- Price analysis may be accomplished in various ways, including the comparison of price quotations submitted and market prices, together with discounts.
- Tendering bids must be sought for goods and services where possible, competitive bids will be utilized and requests for these bids will be written in a way that does not restrict competition. (A clear and accurate description of the technical requirements for the material, product or service to be procured; all requirements which offerors must fulfill; and all other factors to be used in evaluating bids or proposals.) Tendering and/or procurement files must include the following:
 1. Basis for contractor selection and award cost or price.
 2. Justification for lack of competition when competitive bids or offers were not obtained.
- Whenever possible, YTT must engage in affirmative efforts to utilize small businesses, minority- owned firms, and women's business enterprises.

Selection

Price should be one of the factors in the evaluation of responses, but YTT is not required to take the lowest price if other factors are important to the decision.

- There should be an objective method for selection, and any factors for evaluation and selection should be listed in the tendering and/or procurement documents.
- Awards shall be made to the bidder or offeror whose bid is responsive to the solicitation and is most advantageous to YTT (price, quality and other factors considered).
- A bid may be rejected when it is in YTT's interest to do so.

Documentation

At a minimum, tendering and/or procurement records must clearly show how YTT:

- Executed price sampling for small purchases;
- Selected the method of tendering and/or procurement and the type of contract to be used;
- Determined which bids or proposals to accept and which to reject; and
- Determined the basis for the contract cost or price.

Contract Administration

YTT is responsible for evaluating contractor performance and documenting, as appropriate, whether contractors have met the terms, conditions and specifications of the contract. This may include progress inspections, interim products, inspection of goods delivered, and other such methods that provide assurance that the goods or services purchased are being delivered within the scope of the contract. YTT must ensure that:

- The method of tendering and/or procurement is documented and records maintained after final payment is made;
- All activities are carried out and costs are incurred in compliance with applicable requirements; and
- Before payment is made, services performed are adequate and consistent with the contract scope of services.