

**PROCUREMENT COMPLIANCE QUESTIONNAIRE
ATTACHMENT #6**

29 CFR Section 97.36 Procurement WIA State Compliance Policies Section 3.9	1. Does the LWIB’s written procurement policies and procedures contain the following requirements:	YES	NO	N/A
“	A process for resolving disputes, claims, and protests of award?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
“	A code of conduct for employees conducting procurements, including criteria regarding conflict of interest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
“	Avoiding purchasing unnecessary items or duplicative items?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
“	Different types of procurement methodology, including when and how to use them?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
“	Identify who is authorized to issue solicitations, and who is an authorized signatory for what types of goods/services and in what dollar amounts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
“	Specify and describe the alternative forms of procurement that are allowable and the appropriate conditions for use of each?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
“	Limited conditions under which sole source procurement may occur?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
“	Are written policies/procedures for procurement activities made available to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
“	Requirements for a price or cost analysis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
WIA State Compliance Policies Section 3.9	2. Has the LWIB maintained a contract administration system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
WIA State Compliance Policies Section 3.9	3. For small purchases, the low-end threshold for the purchases of consumable supplies or materials without a formal award process or documentation is \$5,000. Amount over \$5,000 require a minimum of three bids. Did the LWIB follow this process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

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(A)	<p>If YES, collect (3-5) samples-</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>If NO, explain-</p> <p>_____</p> <p>_____</p> <p>_____</p>			
WIA State Compliance Policies Section 3.9 (C)	4. Did the local workforce investment board give reasonable notice of all RFP's for the proposed purchases of goods and services when utilizing Workforce Investment Act Title I funds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
WIA State Compliance Policies Section 3.9 (C)	5. Did the LWIB: <ul style="list-style-type: none"> • Publish the RFP notice in at least one newspaper of general circulation in the respective local workforce investment area? • Post the RFP notice on their respective Web site? • Send notification of the RFP to an established list of interested parties? and • Ensure that copies of the complete RFP package are available to the public at the respective local workforce investment board office? 	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
WIA State Compliance Policies Section 3.9 (D)	6. Did the LWIB follow State Compliance policies for Sole Source contracting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	7. Have any contracts been automatically renewed? If YES,	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

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	<p>List who, why and how much:-</p> <hr/> <hr/> <hr/>			
<p>29 CFR 97.36(f); WIA State Compliance Section 3.9, VI</p>	<p>8. Has the LWIB performed a price analysis for every procurement, including contract modifications?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> Yes</p>