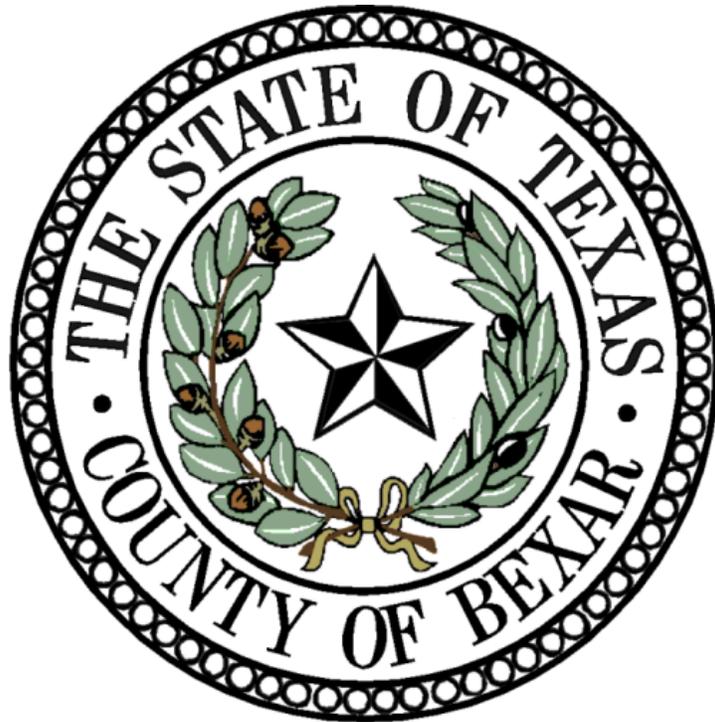


Bexar County Purchasing Manual



Purchasing Department

July 2017

Preface

It is the goal of the Purchasing Department to increase value and reduce risks by having Bexar County officials, employees, and suppliers come together to work under an acquisition process that is consistent, fair, transparent, and effective.

The Bexar County Purchasing Manual was developed for this purpose. The information provided herein is intended to guide your efforts in the acquisition process such that your purchase is accomplished in accordance with Bexar County Policies and laws of the State of Texas. All citation to Federal, or State of Texas statutes, and Bexar County Policies contained within this document refer to the statutes and policies as they exist at the time of publication of this Purchasing Manual and as they may subsequently be amended from time to time.

This Purchasing Manual is written to include the needs of a broad audience, including Bexar County employees, officials, and suppliers. This guide will benefit those individuals participating in the acquisition process for commodities, services, maintenance, professional services, and construction.

Please consider this information as your introduction to the essentials needed for purchasing goods and services on behalf of Bexar County. It is intended to reflect current procurement methods and will be updated as new business practices are identified. If you have any questions that are not answered here, please call (210-335-2211) or visit the Bexar County Purchasing Department, 1103 S. Frio, San Antonio, TX 78207.

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SECTION 1

INTRODUCTION

A. Purpose

The purpose of the Bexar County Purchasing Manual (“Manual”) is to provide County officials and employees with enough information to appropriately request the purchase of goods and services needed to effectively perform functions of their offices and departments. It was developed to promote the use of good business practices in acquiring goods and services to fulfill the needs of Bexar County.

This Manual identifies the procedures applicable to purchasing goods and services at Bexar County that are necessary to comply with Bexar County Administrative Policies 8.0, 8.1 and 8.-2, which define purchasing-related activities and functions.

B. Goals and Objectives of Public Purchasing

The State of Texas Procurement Manual (“Procurement Manual”) is, along with Texas Statutes, Government Code and Texas Administrative Code (TAC) rules, the primary reference for certified Texas purchasing staff. This manual provides standard procedures for implementing the requirements of Texas statutes and delegated purchasing authority to ensure the application of consistent and sound business practices in the acquisition of goods and services and disposition of state owned property in Texas government. It demonstrates the ongoing commitment of the Texas Comptroller of Public Accounts to standardize state procurement practices and procedures by:

- Simplifying and clarifying the law governing procurement by the State of Texas.
- Providing for the continued development of centralized procurement policies and practices.
- Ensuring consistency in procurement practices among state agencies.
- Providing for increased public confidence in the procurement procedures followed by Texas governmental entities.
- Ensuring the fair and equitable treatment of everyone who deals with Texas procurement processes and systems.
- Providing increased economy in state procurement activities; maximizing the purchasing value of public funds; obtaining in a cost-effective and responsive manner the commodities and services required by state agencies in order for those agencies to better

serve Texas's taxpayers.

- Fostering effective public competition.
- Safeguarding quality and integrity in Texas public procurement.

Bexar County employees involved in the procurement of goods and services have a responsibility to uphold Texas procurement laws and act in good faith to serve the best interests of the State of Texas, Bexar County and the taxpayers. This responsibility requires a thorough knowledge of the following:

- Texas Government Code, Title 10, Subtitle D
- Texas Administrative Code (TAC)
- Local Government Code

C. Definitions

Many terms that are used throughout this Manual pertain to purchasing activities. Definitions of key terms are found Section 15(A).

D. General Ethical Standards

In accordance with this manual there are common standards of ethics consisting of:

- Personal Gain – It shall be a breach of ethics to attempt to realize personal gain through public employment with Bexar County by any conduct inconsistent with the proper discharge of the employee's duties.
- Influence – It shall be a breach of ethics to attempt to influence any public employee of Bexar County to breach the standards of ethical conduct set forth in this code.
- Conflict of Interest – It shall be a breach of ethics for any employee of Bexar County to participate directly or indirectly in procurement when the employee knows that:
 - The employee or any member of the employee's immediate family has financial interest pertaining to the procurement;
 - A business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; and
 - Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
- Gratuities – It shall be a breach of ethics to offer, give or agree to give any employee or former employee of Bexar County, or for any employee or former

employee of Bexar County to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefore pending before this local government.

- Kickbacks – It shall be a breach of ethics for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for Bexar County, or any person associated therewith, as an inducement for the award of a subcontract or order.
- Contract Clause – The prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation therefore.
- Confidential Information – It shall be a breach of ethics for any employee or former employee of Bexar County knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.

E. Process

The general purchasing process as outlined in Exhibit 1 contains several stages with responsibilities that are often designated by statute. The process begins with the planning and identification of requirements and progresses to requisition, contract generation, receipt and payment for goods and services.

Exhibit 1: Purchasing Process

Step	Performed By:
Submit electronic requisition outlining requirements to Purchasing	Department
Identify requirements and obtain funding	Department and Purchasing
Define/finalize requirements	Department and Purchasing
Solicit, advertise and generate Purchase Orders and Contracts from requisition and send to vendor	Purchasing
Deliver goods/services as outlined in contract/ PO and submit invoice	Vendor
Receive goods/services and verify completeness against contract/ PO.	Department (with coordination from Purchasing – especially for fixed assets)
Electronically receive items in Lawson System and submit invoice(s) to Auditor's Office. *	Department
Electronically match receiver with invoice and generate payment	Auditor
Electronically save documentation of the	Department and Purchasing

Request /Solicitation, list of vendors contacted and responses, advertisement/internet posting, Purchase Order(s), Contract(s), invoice(s) and request(s) for payment (s)	
Submit payment claim to Commissioners Court for approval	Auditor
Approve payment of claim	Commissioners Court
Disburse payment of claim	County Treasurer
*Vendor invoices shall be paid within 30 days from the time an invoice is received at the Bexar County Auditor's Office.	

For the process to work smoothly, coordination among many County departments and offices is necessary. To avoid delays in the process and comply with County policy and state law, user departments should remember the following:

1. **Do not use purchasing strategies to avoid competition.** Strategies that are prohibited by law include: component purchases (purchasing components that would normally be purchased as a whole); separate purchases (purchasing items separately in a series of purchases that normally would be purchased as a single purchase); and sequential purchases (purchases made over a period of time, or from different funding sources that normally would be one purchase). According to Texas Local Government Code §262.034(a), a county officer or employee who intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section §262.023 is committing a Class B misdemeanor. A Class B misdemeanor is punishable by fine up to \$2,000, up to 180 days in jail or both.
2. **Avoid activities and behaviors that are unethical and create a conflict of interest or the perception of a conflict of interest.** Examples of activities that are inappropriate include: soliciting or accepting gratuities of any kind (e.g. money, loans, gifts, favors) from present or potential contractors which might influence or appear to influence a purchasing decision; failing to disclose in writing to the Purchasing Agent a conflict of interest and not removing yourself from the procurement process when there is a conflict; and disclosing confidential proprietary information from solicitations to other vendors or using the information for personal gain.
3. **Ensure funding is available before submitting a requisition.** The law does not allow expenditures that exceed budgets. Purchasing will not process requisitions for which there is not adequate funding.
4. **Plan purchases to minimize the use of emergency and expedited purchases.** Rush purchases are generally more expensive and they delay other requisitions already in the system. Vendors may attempt to charge premium

prices for goods and services when there is insufficient time allowed to explore alternatives. Departments and Offices are encouraged to forecast their procurement needs and services at the beginning of each fiscal year.

5. **Ensure that purchasing policies and procedures are understood before ordering.** Departments must assure that all employees responsible for making department purchase requests (“purchasing liaisons”) have read and understand the purchasing procedures in this Manual. Departments should also ensure that the liaisons attend annual training provided by the Purchasing Department.
6. **Coordinate with Purchasing on receipt of goods and services.** Since the County does not have centralized receiving, each department is responsible for individually receiving goods and services. Departments should call or e-mail the buyer listed on the purchase order/ contract to make Purchasing aware of vendor performance issues such as shortages, late delivery or damaged merchandise. If the item received is a fixed asset that must be tracked and reported, department(s) must call the Fixed Asset Specialist in Purchasing to coordinate tagging at 335-2211.

F. Small, Minority, Women-Owned Business Enterprise (SMWBE) Program

Bexar County is committed to increasing the involvement of SMWBEs in the procurement process and to afford small, minority and women-owned businesses a fair opportunity to compete for all Bexar County contracts. Bexar County Commissioners Court has adopted *Administrative Policy 8.0* specifying the County’s goals for SMWBE participation.

County staff with buying duties is expected to comply with the requirements of *Administrative Policy 8.0*, which is located on the SMWBE Web Page at <http://www.bexar.org/332/SMWBE-Policy-and-Procedures> or is available from the Small Business and Entrepreneurship Department.

The Small Business and Entrepreneurship Department is proactive in communicating the value of Bexar County contracting opportunities to vendors. To this end, the Small Business and Entrepreneurship Department shows vendors the proper procedures for registering with Bexar County through the Supplier Portal and submitting bids. Assistance includes one-to-one session and classes for all vendors on the use of the Bexar County Contract and Diversity Management System (CDMS).

Key elements of the policy include:

An established Small, Minority and Women owned Business Enterprise (SMWBE) Program with participation targets of 20% for Minority, and/or Woman-owned Business

Enterprises (MWBE) and/or a minimum of 30% for Small Business Enterprises (SBE). Procurement and contracting dollars spent with a MWBE that also is a SBE will be counted in both categories.

- The SMWBE participation targets are not included in the evaluation of bids or proposals for awards.
- All bidders are required to provide information identifying ownership for their company and subcontractors, sub suppliers, and sub consultants.
- County departments and offices that purchase commodities, construction and services on behalf of the County are required to make an effort to meet these targeted goals.
- In an effort to accomplish these targeted goals, the County will document attempts to solicit quotes, bids or proposals from a minimum of 1/3 SMWBE for competitive purchases.
- Departments will coordinate with the Small Business and Entrepreneurship Department and the Purchasing Department to document efforts made to identify and increase participation of SMWBEs in Bexar County procurements.
- The County departments and offices will document attempts to obtain quotes from SMWBEs for competitive purchases that are estimated to cost less than \$5,000 using Bexar County [Contract and Diversity Management System \(CDMS\)](#) vendor lists, SMWBE lists and/or price tabulations.
- The Purchasing Department will document attempts to solicit bids or proposals from SMWBEs for competitive purchases that are estimated to cost between \$5,000 and \$50,000 using vendor lists and/or price tabulations.
- The Purchasing Department will document attempts to solicit bids or proposals from a minimum of three SMWBEs for competitive purchases that are estimated to cost over \$50,000 using Lawson/Infor vendor lists, SMWBE lists <https://bexar.smwbe.com/> and/or price tabulations.
- The County departments and offices will document attempts to solicit proposals utilizing SMWBEs for the purchase of professional and personal services using Lawson/Infor vendor lists, SMWBE lists <https://bexar.smwbe.com/> and/or price tabulations.

SECTION 2

PROCUREMENT PLANNING

A. Purpose

Proper planning and identification of needs is essential to allow sufficient time to obtain quality goods and services at competitive prices through fair and open competition. The first step is to identify what is needed, when it is needed, the quantity and delivery point. As the Department is considering its requirements, it should contact Purchasing to coordinate various tasks such as identifying funding and developing specifications to ensure that there is sufficient procurement lead time to meet the Department's delivery requirements. Urgent or unrealistic delivery or performance schedules should always be avoided since it generally restricts competition and increases prices.

During the planning phase is also a good time to look at possible SMWBE participation. Can the project be structured to include SMWBE participation at the general or subcontractor/ sub supplier/ sub consultant level? Can a SMWBE provide the good or service you are requiring? Can the Small Business and Entrepreneurship Department assist with an Outreach event, noticing or generate a list of potential vendors?

B. Timelines

An essential element of proper planning is to consider the "Administrative Lead Time" required when processing a competitive procurement. Administrative Lead Time is defined as the period of time from initiation of the requirement by the user to issuance of an award. For competitive sealed bidding or competitive negotiation (those greater than \$50,000), the minimum time required to prepare, solicit, evaluate, and make an award is 10 to 12 weeks depending on the complexity of the procurement. Please remember that this period should be included in your planning. Figure 1 provides an example calendar with the major milestones highlighted.

Important: The calendar in Figure 1 is for example purposes only and represents a straightforward bid. Additional time will be required for competitive proposals to allow for negotiation and additional Commissioners Court approvals.

Figure 1: Timeframe for IFB

Type	Event	Days
Invitation for Bid (IFB)	Initial Specification Review	7
	Specification Finalized	1
	Advertise & On Street	30
	Pre-Bid Conference (concurrent)	
	Amend IFB if required (concurrent)	
	IFB Closes-Do Bid Tab	2
	Evaluation of Bid with Department	7
	Commissioners Court Approval	21
	Award Contract	2
	Estimated Total Days	70

SECTION 3 **SPECIFICATIONS**

A. Definition

The Texas State Comptroller's *Texas Procurement Manual Appendix B (2)* defines a specification as "a concise description of a good or service an entity seeks to buy and the requirements a supplier must meet in order to be considered for the award. A specification may include requirements for testing, inspection or preparing an item for delivery, or preparing or installing it for use."

The *Texas Procurement Manual* states the purpose of the specification is "to provide purchasing personnel with a clear guide of what to buy and to provide vendors with firm criteria of *minimum* product or service acceptability. It is the responsibility of the Department to identify the specifications. A good specification should:

- Set the minimum acceptability of the goods or service. The term minimum acceptability is key since the vendor must know the minimum standard to determine what to provide. Too high a standard could mean wasted tax dollars. Too low a standard, and the good or service may not meet the expectations of the user.
- Promote competitive bidding. The maximum number of responsible bidders should be able to bid to the specification. Restrictive specifications decrease competition.
- Include provisions for reasonable tests and inspections for acceptability of the good or service. The methods and timing of testing and inspection must be indicated in the specification. Tests should refer to nationally recognized practices and standards whenever possible.
- Provide an equitable award to the lowest qualified bidder. The buyer obtains goods or services that will perform to expectations, and the vendor is able to provide the goods or services at an equitable, agreed price."

While specifications may be prepared by the Purchasing Department, the user department or an outside entity, the final authority and control of the specification resides with Purchasing to ensure that the specification is not too restrictive and that competition is promoted. Material changes to specifications will be coordinated with the user department.

B. Types of Specifications

There are many types of specifications depending on the requirement. Specifications may also be a combination of the different types. Exhibit 2 provides a description of the types of specifications and their use.

Exhibit 2: Specification Types

Type	Description/Use
Design Specification	Detailed descriptions of a good or service, including details of construction or production, dimensions, chemical composition, physical properties, materials, ingredients and all other details needed to produce an item of minimum acceptability. Design specifications are usually required for construction projects, custom-produced items and many services.
Performance Specification	Performance specifications have terms of required performance that describe the goods and/or services. They may include required power, strength of material, test methods, standards of acceptability and recommended practices.
Combination Specifications	Combination specifications contain elements of both design and performance specifications. Some features of each are included to allow a vendor some freedom in meeting the performance needs of Bexar County and to require certain necessary design characteristics. This is probably the most common type of specification.
Brand-Name Specifications	Brand-name specifications list goods or services by brand name, model and other identifying specifications to limit the bidding to a single preferred product. This type of specification discourages competition and should be avoided unless the item is the only one that will satisfy Bexar County's requirement. It is useful for purchasing replacement parts where only the brand name item will work. It should be noted that a local government might have to explain in a court of law why another brand will not work, so this type of specification should be used judiciously.
Brand-name or Equal Specifications	Brand name or equal specifications are similar to brand-name specifications, except that equal products are acceptable in place of the named brand.
Qualified Products List Specifications	Also known as approved products list specifications, these specifications are based on a list of products, identified by manufacturers' names and model numbers and are the only acceptable items. These are used when quality is a critical factor and testing other products would be too time consuming or expensive.
Standard Specifications	Standard specifications include a single specification for one or more goods or services ordered on a recurring basis with the same general purpose. The same specification is used each time an order is placed or bids are advertised. Examples include office supplies, paper, janitorial supplies and copier service contracts. Standardized specifications will usually be more detailed than one-time specifications.

Source: Texas Comptroller's Texas Procurement Manual Developing Specifications and Specification Sources

The first step in writing specifications should be to try to obtain an existing specification before starting to write a new one. The existing specification can provide ideas and examples that can be used to customize the specification for Bexar County purposes. The user department should contact Purchasing for assistance in obtaining existing specifications to facilitate the specification development process.

There are numerous sources for specifications. These include: other governments, professional trade associations, professional purchasing associations and user knowledge. Specification libraries that are available include:

Texas Comptroller of Public Accounts at:

<http://www.window.state.tx.us/procurement/pub/specifications-library/>

General Services Administration, Federal Supply Service – Specifications Section found at www.gsa.gov

Texas Department of Transportation Standard Specification Index located at http://www.dot.state.tx.us/gsd/purchasing/tssi_alpha.htm

National Institute of Governmental Purchasing (contact Purchasing for assistance as this is available to members only) at <http://www.nigp.org/>

The characteristics of an effective specification include:

- Simple: Avoid unnecessary detail, but be complete enough to ensure that requirements will satisfy their intended purpose.
- Clear: Use terminology that is understandable to the department and bidders. Use correct spelling and appropriate sentence structure to eliminate confusion. Avoid legal jargon whenever possible.
- Accurate: Use units of measure compatible with industry standards. All quantities and packing requirements should be clearly identified.
- Competitive: Identify at least two commercially available brands, makes, or models (whenever possible) that will satisfy the intended purpose. Avoid unneeded “extras” that could reduce or eliminate competition and increase costs.
- Flexible: Avoid very inflexible specifications, which prevent the acceptance of a bid that could offer greater performance for fewer dollars. Use approximate values such as dimensions, weight, speed, etc. (whenever possible) if they will satisfy the intended purpose. If approximate dimensions are used, it

should be within a 10 percent rule of thumb unless otherwise stated in the specifications.

SECTION 4 **REQUISITIONS**

A. General Information

A requisition is an automated form generated by a Department/Office in the County Lawson/Infor System that requests (authorizes) the Purchasing Department to enter into a contract with a vendor to purchase goods or services using the requestor's budget.

Bexar County uses an automated requisitioning system, referred to as the Lawson Portal. Based on pre-established budget line items, the user department enters requisitions into the Lawson Portal. Adequate budget funds must be available in the departmental line items before the Purchasing Department can purchase the requested goods or services. Manual requisitions and purchase orders are not acceptable.

Requisitions should fully describe to the Purchasing Department what to buy, when it is required, and where the goods are to be delivered or the services to be performed. Different types of information are required depending on the type of good or service requested. Exhibit 3 identifies the steps to submitting a requisition and processing into a purchase order.

Once the Purchasing Department receives a requisition, it determines the appropriate purchasing method based on the cost of the purchase, the goods and services to be purchased, the existing contracts for goods and services and other relevant factors.

Specific instructions on entering requisitions into the Lawson Portal are not covered in this manual. The user department can contact the Purchasing Department for training.

Exhibit 3: Steps to Process a Requisition

Step	Responsibility	Source/Output
Gather necessary information to input requisition (source of supply – to include information that may assist with identifying as a SMWBE))	Department	See Exhibits 3-6 for required information based on type of requisition
Enter requisition into County system with complete and accurate information	Department	Exhibits 3-6 (information)
Complete department approval and electronically forward to Auditor	Department	
Verify accounting information and sufficient funding. Electronically approve	Auditor's Office	

Step	Responsibility	Source/Output
and forward to Purchasing		
Verify that information is complete and correct on requisition. Approve electronically if everything is accurate.	Purchasing	
Unrelease requisition to requestor if information is incomplete or incorrect.	Purchasing	
Department makes appropriate corrections. Then releases requisition for Auditor approval before it reaches Purchasing.	Department	
Process requisition according to type and dollar value and generate Purchase Order	Purchasing	Completed Purchase Order
Purchase Order is electronically issued to vendor including standard terms and conditions	Purchasing	

There are three basic types of requisitions for processing: routine, priority and emergency.

Routine requisitions. These requisitions are for normal items and are processed using normal procedures. Purchase orders and contracts, are routine types of purchases. Routine requisitions are normally processed within five business days. Processing may occasionally be extended in order to obtain best value.

Priority requisitions. These requisitions are for items that may take a longer lead time to buy or are needed in a shorter time frame.

Emergency requisitions. These are for emergency purchases that meet the definitions outlined in the statute (Texas Local Government Code, §262.024(a) (1)). Section 5(E) of this Manual provides detailed procedures on this type of requisition.

Commodity Code(s)

Requisitions will be required to identify a “commodity code.” Commodity Codes are standard classification codes for products and services used to detail where money is spent within the County. The National Institute of Governmental Purchasing (NIGP) references commodity codes by commodities and services. The following link references a list of commodity codes that are used by the County.

<https://comptroller.texas.gov/purchasing/nigp>

Click on Commodity Book

Punchout. Punchout is a technology designed to facilitate online procurement by simplifying “catalog” item selection and ordering. Punchout allows requesters to

browse and search “coop” vendor-maintained websites, choosing from approved products at negotiated prices. Coop vendors hold executed contracts with County partnering agencies whereby allowing governmental agencies to issue delivery orders to the coop vendors.

Requisition Timeline. Routine requisitions will be processed within five (5) business days. Priority and Emergency Requisitions will be processed as quickly as possible in order to receive item(s) and/or service(s) in a timely manner. Processing time may be extended due to requisition complexity, or researching the requested item(s) and/or service(s).

B. Routine (Contract Items)

This is a requisition submitted to order contract goods or services from an existing Bexar County contract. The requisition will become a contract Delivery Order. Before entering a requisition, the Department must research and identify certain information that must be included in the requisition. Contact the Purchasing Department for information regarding contract item description, pricing, and availability. This information is critical to ensure that the correct item is ordered. Exhibit 4 provides a checklist for the Department to follow to ensure that correct and complete information is obtained and entered in a requisition. The bolded items are data elements that are required for a complete and accurate requisition.

Exhibit 4: Contract Requisition Checklist

Checklist Item	Source
Check to ensure that contract is valid and not expired.	View contract in Contract Management Module or contact the Purchasing Department for information.
Identify accounting line item(s) to be used and check to see that sufficient funds exist	
Find the item(s) needed and obtain the following information from contract document: Contract number is automatically generated through the Contract Management Module. Item number (e.g. 111) Item Unit of measure (e.g. EA) Item unit price Item description (first 5 words – e.g. Roll Towel Dispenser for non-perforated towels)	Contract can be viewed in the Contract Management Module or contact the Purchasing Department for information.
Find the vendor number associated with the contract vendor name	View contract in Contract Management Module or contact the Purchasing Department for information.
Find the commodity code number for each item on the requisition	Commodity codes are located in the line(s) of contract in the Contract Management Module or contact the

Checklist Item	Source
	Purchasing Department for information.
Identify if date required falls within required delivery dates of contract	View contract in the Contract Management Module or contact the Purchasing Department for information.
Identify if shipping is included in price or is a separate item	View contract in the Contract Management Module or contact the Purchasing Department for information.
Identify department point of contact to whom the item will be delivered	Department employee name and telephone number must be entered in comments section of Requisition.
Identify the ship to location	Locations are located in RQ01.1- Requesting Locations table in the Lawson Portal.
Identify any specific delivery instructions (location, time of day etc.)	Department requester must enter information in the comments area of requisition

Once these items have been identified, the Department will enter the requisition and process it according to the steps identified in Exhibit 3 of the Manual.

C. Non-Contract Items (“Open Market”)

This is a requisition submitted to order goods or services where there is not an existing Bexar County contract. The requisition will become a Purchase Order contract specifying the exact terms and conditions. Before entering a requisition, the Department must research and identify certain information that must be included in the requisition. This information is critical to ensure that the correct item is ordered.

Exhibit 5 provides a checklist for the Department to follow to ensure that correct and complete information is obtained and entered in a requisition. The bolded items are data elements that are required for a complete and accurate requisition.

Exhibit 5: Open Market Requisition Checklist

Checklist Item	Source
Identify accounting line item(s) to be used and check to see that sufficient funds exist	Lawson Portal
Find the item(s) needed and obtain the following information: Manufacturer Name (e.g. Dell) Model Number (e.g. Pentium series II, model Number 135867) Unit (Quantity – how many) Unit of measure (e.g. EA) Unit price, quantity and total price Item description (complete description with as much detail as possible)	Vendor catalog, Internet research, etc. Helpful hint: copy the model description information from the source and type it in the requisition. Example of complete item description for a file cabinet: File Cabinet, Vertical, 2 Drawer, Letter Size, Dimensions 27 3/4"H x 17 11/16"W x 25"D, Color: Parchment

Checklist Item	Source
	Shipping Weight: 320 Lb. MFG: FireKing P/N FK25 Additional information can be entered in the comments area of the requisition.
Follow procedures for vendor information.	Section 5 - Negotiated or Non-bid Purchases
Identify the vendor name and see if there is an associated vendor number in the Lawson Portal (S3 module). If vendor is not in, get the following: Vendor name Vendor address Vendor telephone number Vendor POC	Lawson Portal If vendor does not exist in the Lawson Portal requester will need to ask for a W-9 from Company. Requester is encouraged to verify or ask for information that may assist with identifying as a SMWBE
Find the commodity code number for each item on the requisition	Lawson Portal
Identify date required	
Identify if shipping is included in price or is a separate item	
Identify department POC/Ship To location	Department employee name and telephone number. Locations are located in RQ01.1- Requesting Locations table in the Lawson Portal
Identify any specific delivery instructions (location, time of day etc.)	

Once these items have been identified, the Department will enter the requisition and process it according to the steps identified in Exhibit 3 of the Manual.

D. Manual Requisitions Paid Through the Auditor's Office

In most instances, purchases should be made using an on-line requisition; however, there are specific types of purchases where the use of an on-line requisition is not efficient or effective.

The *Request for Payment Form* with supporting documentation should be forwarded to the Auditor's Office in order to pay the following types of claims:

- Postage
- Shipping
- Tort Claims
- Professional Membership Fees
- Child Care Expenses Provided Through Grants
- Diesel Fuel and Quarterly Taxes

- Employee Reimbursements (e.g. cellular phone bills, employee recognition events, County sponsored meetings, etc.)
- Refunds (lost books, park facilities, license fees and taxes)

Claims that do not require a *Request for Payment Form* or an on-line requisition to initiate payment include:

- Travel Advance / Travel Advance Request Form (1201) and supporting documentation is acceptable to obtain a Travel Advance or to request the Auditor's Office pay in advance conference registration fees, etc. (See "Travel Policies, Guidelines, and Procedures" T-1 on the County Intranet). The Auditor's Office will be responsible for the assignment of document numbers which will be employee number and date of travel.
- Travel Close-out Expense Claim Form (1205) and supporting documentation is acceptable to obtain reimbursement for out of County expenses. (See "Travel Policies, Guidelines, and Procedures" T-1 on the County Intranet). The Auditor's Office will be responsible for the assignment of document numbers that will be employee number and date. A supplemental number will be used if an advance has been given.
- Automobile Expense Claim (1241) and supporting documentation is acceptable to obtain reimbursement for the county travel (mileage) and related parking expenses. (See "Mileage Reimbursement" policies and procedures T-5 on the County Intranet). The Auditor's Office will be responsible for the assignment of document numbers, which will consist of mileage date range (i.e. mil0101 – 0130).
- Court Appointed Attorney Fees and related expenses, Substitute Court Reporters, Statement of Facts, Interpreter Services, Guardianship and Ad item expenses must be submitted on the forms currently used.

Utilities expenses are paid directly and do not require the submission of any type of form. Departments are encouraged to contact the Auditor's Office at 210-335-2301 with any questions or to request the released forms.

SECTION 5
NEGOTIATED OR NON-BID PURCHASES

A. Items Less than \$50,000

According to Texas Local Government Code, §262.011(d), the Purchasing Agent sets the procedures and is authorized to select and purchase goods and services that are less than \$50,000 to meet the needs of departments. The Purchasing Agent is authorized to select the vendor and to complete all actions necessary to execute a contract without Commissioners Court approval.

The Bexar County Purchasing Agent has identified that although competition is not required, employees will obtain competitive quotes when deemed necessary.

B. Items less than \$5,000

Items under \$5,000 should be bought using a Purchasing Card (PCard). In the event the Department doesn't have a PCard, Department will submit a Requisition for the purchase. This may include verifying the department recommended vendor and the vendor's pricing and delivery methods. Purchasing Department staff will assist Departments and Offices with product goods/services and vendor search when necessary. Purchasing Department staff, after verifying all information within the Requisition, will issue the Purchase Order without further competition.

PCards allow organizations to procure goods and services in a timely manner. See Section 5 for information on P/T cards.

C. Items between \$5,000 and \$49,999

Purchasing Department staff will verify all information within the submitted requisition for accuracy. When required, Purchasing Department staff will create a Request for Quote (RFQ) event via the Strategic Sourcing Module unless under Cooperative Agreements or Bexar County contract. When the County Department has obtained the quotes, the Purchasing Department will verify those quotes and the lowest and best quote meeting required specifications will be issued a Purchase Order.

- Request for Quote(s) are accepted via Lawson/Infor electronic response, hard-copy, written, fax or telephone.

D. Items Over \$50,000

For items that exceed \$50,000, one of the following methods will be used.

- Use of other local government contracts or cooperative agreements
- Use of Invitation For Bids/Request For Proposals or other Alternative Delivery Method

In general, all items above \$50,000 are advertised on the Bexar County Supplier Portal or posted at www.CIVCastUSA.com. . If using CivCast, Departments will ensure that a link is created from the County's System to CivCast to allow for easier access by the general public to procurement opportunities. Departments will use a requisition for this type of purchase. The requisition will be processed using the steps identified in Section 4(A) and should include the data elements identified in Section 4(B) of this Manual. In preparing the requisition, the Department will identify and develop specifications for the item in as much detail as possible and identify suggested vendors from whom the item may be obtained.

Departments shall include the language and SMWBE Forms regarding subcontractors, sub consultants and sub suppliers in all advertisements, pre-bids and contracts awarded. The Purchasing Department will use the backup provided in the specifications to develop the materials and competitively solicit a bid or proposal.

No County employee may award a contract or supplier legal document that contains terms and conditions not previously approved by an authorized County Legal Representative and the Purchasing Department.

E. Emergency Purchases

The purchase of any goods or services needed because of an emergency condition shall comply with the provisions of the Texas Local Government Code, §262.024(a) (1), which allows the Commissioners Court to exempt procurement for an emergency defined as:

- an item that must be purchased in a case of public calamity if it is necessary to make the purchase promptly to relieve the necessity of the citizens or to preserve the property of the county;
- an item necessary to preserve or protect the public health or safety of the residents of the county; or
- an item necessary because of unforeseen damage to public property.

All emergency exemption orders must be processed through the Purchasing Department.

For items less than \$50,000, the Purchasing Agent will authorize any action to be taken, including using the PCard for an emergency. The Purchasing Agent may allow the PCards to be increased to cover emergency purchases.

For items that exceed \$50,000, the Purchasing Agent will submit the order and agenda item for Commissioners Court approval. Exhibit 6 outlines the procedures for processing an emergency purchase during normal business hours (8 a.m. to 5 p.m., Monday through Friday).

Exhibit 6: Emergency Purchase Procedures (Normal Business Hours)

Step	Responsibility	Output
Contact the Purchasing Department for immediate purchasing assistance. Purchasing Department (210-335-2211)	Department	Telephone or e-mail
Submit online requisition with appropriate funding or use the PCard for the buy.	Department and Auditor's Office	See Exhibit 4 of Manual for requisition information requirements
Submit a Discretionary Exemption Form.	Department	Discretionary Exemption Form
Determine proper sourcing method based on justification provided	Purchasing	
Process requisition into a Purchase Order via Lawson Portal (S3 module).	Purchasing Department	Purchase Order
Issue Purchase Order to vendor.	Purchasing Department	
Monitor performance and accept goods and/or services.	Department	
Submit agenda item for Commissioners Court approval (items exceeding \$50,000 only)	Purchasing Department	Court Agenda Item

For after-hours (Monday through Friday, before 8 a.m. and after 5 p.m., nights, holidays and weekends) emergency purchases, the Department should email or call the Purchasing Agent at 210-268-3581 or mary.quinones@bexar.org. On the first working day after the emergency purchase, the Department shall enter a requisition or if using a PCard provide the required receipts and provide written documentation to the Purchasing Agent concerning the details of the emergency purchase.

Failure to promptly notify the Purchasing Department and input a requisition for the emergency could affect the County's ability to approve the claim for

payment. Exhibit 7 outlines the procedures for processing an “after-hours” emergency purchase.

Exhibit 7: After-Hours Emergency Purchase Procedures

Step	Responsibility	Output
Contact the Purchasing Department to notify them of the emergency. Emergency contact numbers include: Cell Phone: (210-268-3581)	Department	Telephone
Contact source(s) based on time permitted. Methods followed include: Immediate danger. Contact vendor. Time permits. Contact the number of vendors considering the nature of the emergency and consistent with the SMWBE Administrative Policy 8.0.	Department	Documentation of method used and vendor(s) contacted
Monitor performance and accept goods and/or services.	Department	
Input a requisition explaining the emergency, identifying the emergency goods and or services (This shall be accomplished within 24 hours of emergency or first workday after placing call).	Department	See Exhibit 4 of Manual for requisition information requirements
Provide written documentation to Purchasing Agent (preferably e-mail) with full details documenting emergency, requirement and steps taken to handle the emergency (This must be accomplished within 24 hours of emergency situation). Documentation shall include: Name and telephone number of County staff who placed call to vendor; description of the emergency situation; description of good or service required; impacts that required the emergency to be handled immediately; steps taken to handle the procurement (including vendors contacted/quotes obtained) if emergency procurement is not processed within timetable	Department	Written memorandum or E-mail Discretionary Exemption Form
Process requisition into a Purchase Order via the Lawson Portal (S3 module) or if used a PCard submit receipts in Smartdata system.	Purchasing Department	Purchase Order
Issue Purchase Order to vendor.	Purchasing Department	
Submit agenda item for Commissioners Court approval (items exceeding \$50,000 only)	Purchasing Department	Court Agenda Item

F. Professional and Consulting Services

The Professional Services Procurement Act (Chapter 2254 of the Texas Government Code) applies to acquisition of the following services: accounting; architecture; landscape architecture; land surveying; medicine; optometry; professional engineering; real estate appraisal; or nursing.

Award of a contract for these professional services may not be on the basis of competitive bids but rather on the basis of demonstrated competence and qualifications, and a fair and reasonable price. A Request for Qualifications (RFQ) is the normal course to consider for Professional Services.

Departments, where appropriate, will document SMWVBE firms solicited and from whom quotes were received.

G. Discretionary Exemption Purchases

Section §262.024 of the Texas Local Government Code lists procurements that may be exempted from competitive bidding requirements:

- items for which competition is precluded because of the existence of patents, copyrights, secret processes or monopolies;
- films, manuscripts, or books;
- electric power, gas, water and other utility services;
- captive replacement parts of components for equipment;
- vehicle and equipment repairs.

By law, sole source goods and services require a signed statement from the Purchasing Agent as to the existence of only one source, specifically noting which type of listed sole source good or service is being purchased. The statement will be submitted for acceptance by Commissioners Court, and must be reflected in the Court's meeting minutes.

Exhibit 8 outlines the procedures for processing a purchase exempt from competition.

Exhibit 8: Discretionary Exemption Purchase Procedures

Step	Responsibility	Output
Complete, sign (official or department head) and submit discretionary exemption form to Purchasing Agent. Provide specific details and a comprehensive explanation of why a sole source should be granted; The name of the contractor, a detailed description of the items	Department	Discretionary Exemption Form

Step	Responsibility	Output
covered by the sole source and the expected maximum cost; and		
Input an "open market" requisition, approve requisition and electronically route for processing.	Department	See Exhibit 4 of Manual for requisition information requirements
Validate the applicability of the sole source by testing the market for suppliers and/or brand equal items. Note: If the Purchasing Department can identify other sources, the discretionary exemption may not be granted. If this is the case, the Purchasing Department will notify and will coordinate with the department to procure the item(s) according to the appropriate solicitation method.	Purchasing and Department	
Approve the exemption request and document the existence of only one source in a memorandum	Purchasing Agent	
Prepare and submit agenda item (including sole source memorandum from Purchasing Agent) for Commissioners Court notification.	Purchasing and Department	
Approve sole source exemption and file for record in Court minutes.	Commissioners Court and County Clerk	Approved sole source exemption order
Process requisition into Purchase Order	Purchasing Department	Purchase Order
Send Purchase Order to vendor by fax or email	Purchasing Department	

H. Purchasing and Travel Card Purchases

In accordance with Texas Local Government Code §262.011(l), the county Purchasing Agent may have assistants to aid in the performance of the Agent's duties. Any person who is authorized by the county Purchasing Agent to use a County Purchasing (P) and/or Travel (T) Card while making a county purchase is considered an assistant of the County Purchasing Agent to the extent the person complies with the rules and procedures prescribed for the use of County Purchasing Cards as adopted by the Purchasing Agent.

Bexar County provides the P and T Cards for immediate access to goods and/or services and to dramatically shorten the process time necessary in the traditional requisition process. Those individuals who have been issued P and/or T Cards (Cardholders) may initiate a transaction within the limits of this procedure and receive goods or services.

The Purchasing Agent has designated a Procurement Card Specialist as Bexar County's Coordinator for the Procurement program and has the sole discretion to determine the assignment, usage and control of the Procurement Cards. The Procurement Card Program Specialist shall also maintain all records of P and T Card requests, dollar limitations, Cardholder transfers and any lost/stolen/destroyed P and T Card information.

1. Key Terms

Reviewer/Approver - The County personnel designated by the Department Head/Elected Official who reviews and approves card transactions and verifies the required documentation.

Cardholder –The County personnel authorized to make purchases using the P and/or T Card in accordance with the procedures as set forth in this Manual.

Procurement Card Program Specialist – Located in the County Purchasing Department and is responsible for processing Cardholder applications and agreements, issuing P and T Cards, providing training to Cardholders, assisting Cardholders with inquires, monitoring P and T Card usage, and revoking Cardholder privileges when necessary.

Single Purchase Limit – A dollar amount placed on P and T Cards per transaction as established by the Purchasing Agent and identified in this Manual.

Expense Report – An online report provided by the bank detailing Cardholder transactions.

2. Receiving A Purchasing and Travel Card

Only Department Heads/Elected Officials may propose personnel to be Cardholders. To receive a P and/or T Card the proposed applicant must agree to the following minimum requirements:

Prior to receiving a P and/or T Card, the applicant must:

- Provide evidence of employment by Bexar County;
- Obtain approval from the Department Head/Elected Official;
- Identify a Reviewer/Approver (other than the Cardholder);
- Complete a signed Cardholder Application;
- Complete a signed Cardholder Agreement;
- Attend training on P and T Card Guidelines; and

- Agree that the Purchasing Agent may cancel Cardholder privileges at any time without cause.

3. Purchasing and Travel Cardholder Liability

The P and T Card are corporate charge cards, which will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the P and T Cards are used within the guidelines set forth by the Purchasing Department and County Auditor, to include those policies and procedures relating to the expenditure of County funds. Failure to comply with the guidelines may result in permanent revocation of the Cardholder privileges, and notification of the situation to the Department Head/Elected Official. Further disciplinary action may include termination of employment and/or holding the Cardholder personally liable for the transactions.

4. Authorized Purchasing and Travel Card Use

The Purchasing Card has the Cardholder name embossed on it and shall be used only by the Cardholder. **No other person is authorized to use the Purchasing Card.** The Cardholder may make transactions on behalf of their department. Purchases with the Purchasing Card will be allowed provided the Cardholder can meet the following general guidelines:

The total value of a transaction (including freight) shall not exceed the County's single purchase limit, currently \$5,000. This limit must be strictly adhered to. Do not split purchases into multiple transactions to avoid the single purchase limit. In no event may the purchase limit of a single transaction exceed \$5,000 including freight. If extenuating circumstances occur, the Purchasing Agent or Procurement Card Program Specialist must be consulted immediately for guidance.

The Department Head/Elected Official or individual with budgetary responsibility for the accounts will determine the monthly purchase limit (which is not to exceed \$10,000) for the Cardholder. The Department Head/Elected Official may request any monthly purchase limit below \$10,000. If no limit is selected, the limit will default to \$10,000. The monthly purchase limit as noted on the Cardholder Application should be carefully decided according to the funding source(s) associated with the Purchasing Card.

All items purchased shall be available immediately at time of purchase with no back ordering allowed.

The Cardholder, Reviewer/Approver and Department Heads/Elected Officials must agree not to purchase from restricted businesses and/or commodities.

The County departments and offices will document attempts to utilize SMWBEs. SMWBE lists are available at <https://bexar.smwbe.com/>. Or accessing the CDMS SMWBE Directory for available SMWBE information. Access and training is provided to all county employees and vendors by the Small Business and Entrepreneurship Department.

The Cardholder shall inform the vendor that the purchase of goods and services are tax-exempt.

The T Card is specifically designed for the purchase of travel services to allow authorized employees to purchase commodities and services (that are restricted under the P Card) when traveling on official County business.

Any purchases made using the P or T Card must be in accordance with this Manual and the Bexar County Accounting Procedures Manual and Travel Guidelines. Please contact the Bexar County Auditor for the required forms.

5. Purchase of Contracted Goods and Services

The P and T Cards may be used to purchase goods and services that are under existing agreements to expedite the ordering and payment processes. Please contact the Procurement Card Program Specialist for additional information.

6. Unauthorized Purchasing and Travel Card Use

The P and T Cards shall not be used for the items shown in the Purchasing Card Restrictions, Section 5 paragraph 18 of this Manual.

Department Heads/Elected Officials may coordinate with the Purchasing Agent or Procurement Card Program Specialist to enact a more restrictive policy regarding usage of P and/or T Cards in their respective department.

Important: A Cardholder who makes unauthorized purchases, carelessly uses the P and/or T Card or fails to turn in the appropriate documentation may be liable (up to and including payroll deduction) for the total dollar amount of the unauthorized purchases, plus any administrative fee charged by the bank in connection with the misuse. Additionally, the Cardholder may be subject to disciplinary action, including loss of P and T Card privileges and/or termination of employment.

7. Making a Purchase

Purchasing procedures permit a purchase of goods or services if their value is \$5,000 or less. It is the policy to seek competition when possible, use existing contracts and seek the lowest prices within the parameter of quality and delivery. Accordingly, whenever making a P Card purchase, the Cardholder will check sources of supply as reasonable to the situation to assure the best price and delivery. The Purchasing Department has established price contracts and vendor lists to identify suppliers.

Cardholders will perform the following when making a purchase:

- Review CDMS SMWBE Directory to see if a SMWBE supplies that particular good or service. The SMWBE databases can be obtained from the Small Business and Entrepreneurship Department;
- Check the suppliers list for all non-emergency purchases for vendors and prices already established. If not, solicit a number of sources as reasonable to the situation. If vendors furnish standing price quotations or catalog prices on a recurring basis, check that the price listed is current;
- Select a vendor based on vendor confirmation that the good or service is available, meets the specification and delivery requirements, etc., and perform the following;
- Confirm that the vendor agrees to accept the Bexar County P and T Card; and direct the vendor to include the following information on the shipping label, packing list and invoice:
 - ✓ Cardholder's name and telephone number;
 - ✓ Complete delivery address;
 - ✓ The words "P Card Purchase or T Card Purchase"; and
 - ✓ The vendor's order number.

Important: Delivery should be coordinated to the Cardholder ordering the merchandise to ensure that the documents necessary for the record keeping are readily available.

8. Cardholder Record Keeping

Whenever a P or T Card purchase is made, documentation shall be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the Cardholder's Expense Report and must contain specific information for each item purchased.

When the purchase is made over the counter, the Cardholder shall retain the invoice and original "customer copy" of the charge receipt. Before signing this slip, the Cardholder is responsible for making sure the vendor lists the quantity, fully describes the item(s) on the charge slip and charges no sales tax. The purchase details should be uploaded to the expense report in the JP Morgan Smartdata System.

A lost purchase receipt may be replaced with a proof of purchase form (Certification of Occurrence) by contacting the Procurement Card Program Specialist. The Certification of Occurrence must be signed by your Department Head/Elected Official and will become part of the required transaction documentation and uploaded to the expense report in the JP Morgan Smartdata System.

9. Expense Reports

The Cardholder will approve the Expense Report scanning all of the receipts into the JP Morgan Smartdata System. By using the Smartdata system, the Reviewer/Approver can track Cardholder activity and this may act as a checklist for the Department Head/Elected Official to anticipate which purchases are due from their department Cardholders. Cardholders and Reviewers/Approvers are expected to promptly review and reconcile their Expense Reports through the Smartdata System.

If an item is not satisfactory received, damaged, and/or defective, duplicate order, etc., the Cardholder should contact the vendor to explain the problem and inquire about return policies. If items purchased by the use of the P or T Card are found to be unacceptable, the Cardholder is responsible for obtaining a replacement or seeking correction of the item as soon as possible. If the vendor has not replaced or corrected the item by the agreed date, then the purchase of that item may be considered in dispute. If a purchase goes into dispute, contact the Procurement Card Program Specialist with the information.

The Procurement Card Program Specialist will contact the bank regarding the dispute of the charge. If an item has been returned and a credit voucher received, the Cardholder shall verify that the credit is posted on the Expense Report. If purchased items or credits are not listed on the Expense Report, the Cardholder shall retain the appropriate transaction documentation until the next Expense Report. If the purchase or credit does not appear on the Expense Report within 60 days after the date of purchase, the Cardholder shall notify the Purchasing Card Program Specialist for assistance.

Purchasing Cardholder Review and Reconciliation of Expense Report

The Expense Report is used for transaction verification and updates (account codes, descriptions, or other pertinent information) necessary to approve the payment.

On the first business day of each workweek, the Cardholder shall log on to Smartdata to review the list of transaction(s) from the previous week (Expense Report). The Cardholder shall check receipts and any shipping documents to verify charges listed on the Expense Report.

The original sales documents (packing slip, invoice, cash register tape and credit slips, etc.) for all items listed on the Expense Report must be scanned and attached to each line item of the expense report. This attachment is critical to enable audit substantiation. If this routine is not adhered to, the P and/or T Card will be revoked. After this review, the Cardholder shall approve the Expense Report, and notify their Reviewer/Approver it is ready for approval. Each Department Head/Elected Official may designate one or more Department Reviewer/Approvers for their Cardholders. Finally, the Procurement Card Program Specialist will review all reports.

Reviewer / Approver – Review and Reconciliation of Expense Report

The Reviewer/Approver shall review and approve the Expense Report to confirm with the Cardholder has applied the following practices:

- ✓ Receipts exist for each purchase;
- ✓ The goods were received or the services performed;
- ✓ Purchases are for official County business;
- ✓ The Cardholder has complied with applicable procedures;
- ✓ Review of vendor receipts attached to the Expense Report for inappropriate purchases or use of the P and/or T Card ensuring that tax has not been charged;
- ✓ Approving reconciliation of charges to Expense Report;
- ✓ Resolving disputes with the vendor or bank not resolved by the Cardholder; and
- ✓ Approving to indicate the authorized transactions were made in accordance with the applicable policies and procedures.

Approved Expense Reports

The Cardholder shall review and approve the Expense Report and notify the Reviewer/Approver online to approval within two (2) working days of receipt. All documentation shall be scanned into the Smartdata system for continuity purposes. Each department will be responsible for keeping copies of all P and/or T Card related information. This documentation will also be needed for audit purposes.

Delinquent or Unapproved Expense Reports

Failure to process the required documentation for P and/or T Card transactions, including the Expense Report at the prescribed date and time, may result in revocation of Cardholder privilege. Continued or habitual delinquencies shall result in revocation of the Cardholder privileges.

10. Purchasing Card Security

The Cardholder is responsible for safeguarding the P and T Cards and account number to the same degree that a Purchasing Cardholder safeguards their personal credit information. The Cardholder must not allow anyone to use the P and T Card. Any violation will result in the evocation of Cardholder privileges and additional disciplinary action may be taken.

If the P or T Card is lost or stolen, the Cardholder will immediately notify the Procurement Card Program Specialist and the bank at 1-800-890-0669. Representatives are available 24 hours a day.

A new P or T Card may be issued by the bank and Procurement Card Specialist after the reported loss or theft. A P or T Card that is subsequently found by the Cardholder after being reported lost/stolen shall be forwarded to the Procurement Card Specialist for destruction.

11. Cardholder Separation

Before separating from Bexar County employment, or transferring to another department in Bexar County, the Cardholder must surrender all issued cards to the Procurement Card Program Specialist, complete all Expense Report(s) and forward to their Department Head/Elected Official for approval in Smartdata. The Cardholder must discontinue making purchases using the P and/or T Card no later than 14 days before separating from County employment or department transfer. Transaction processing shall be in accordance with Section 5 Paragraph H of this Manual. The Department Head/Elected Official shall notify the Procurement Card Specialist for destruction of P and/or T Card(s).

12. Review and Internal Audit

The Bexar County Purchasing Card program relies on both internal management controls and management reports designed to ensure the proper use. The Purchasing Department and Auditor's Office will periodically review and perform an internal audit on Purchasing Card use for compliance with County policies and procedures and state law. The purpose of these reviews and internal audits will be to ensure that the Cardholders are adhering to these Policies. Audit steps may include a review of the following:

- Transactions to ensure the P and T Cards are being used for authorized purchases related to County business;
- Transactions designated as travel related expenses;
- Documentation (receipts, packing slips, pricing, etc.) to support the P and T Card transactions;
- Cardholder account reconciliation (to be performed between the time goods received and the charges are reported on the Expense Report); and Cardholder documentation for compliance with this Manual.

13. Termination of Purchasing Card Privileges

The Purchasing Agent may cancel a P or T Card at any time and without cause. The Procurement Card Program Specialist is required to close an account if a Cardholder: (a) transfers to a different department, (b) moves to a new job in which a P or T Card is not required; (c) terminates employment or (d) for any of the following reasons:

- The P and/or T Card is used for personal or unauthorized purposes.
- The P and/or T Card is used to purchase alcoholic beverages or any substance, material, or service that violates policy, law or regulation pertaining to the County.
- The Cardholder splits a purchase to circumvent the limitations of the P and/or T Card.
- The Cardholder fails to maintain accurate books and records for each transaction, including processing numerous Certificates of Authenticity forms.
- The Expense Report is not submitted and approved in the Smartdata System in a timely fashion.

14. Purchasing Cardholder Responsibilities

The Cardholder must adhere and agree to the following:

- Keep the P and/or T Card in their possession, not allow anyone else to use the card issued in their name.
- Ensure the P and/or T Card is used in accordance with policies and procedures for legitimate Bexar County business purposes only.
- Maintain the P and/or T Card data in a secure location at all times.

- Adhere to the purchase limits and restrictions of the P and/or T Card and ensure the total transaction amount of any single transaction does not exceed \$5,000 including freight (freight is not applicable for travel expenses).
- Complete the Expense Report itemizing commodities and services.
- Obtain all sales slips, register receipts and invoices for reconciliation of the Expense Report in the Smartdata System and inform Reviewer/Approver items are ready for approval.
- Notify Reviewer/Approver if the accounting code(s) should be changed.
- Attempt to resolve disputes or billing errors directly with the vendor and notify the Procurement Card Program Specialist if the dispute or billing error is not satisfactorily resolved.
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent Expense Report.
- Ensure that tax has not been charged (this will vary for travel related expenses).
- Ensure credits must be placed back on the P and/or T Card that originally made the purchase. Cash payments will not be accepted as a credit payment.
- Report a lost or stolen P and/or T Card to the bank and Procurement Card Program Specialist immediately.
- Notify Reviewer/Approver of a lost or stolen P or T Card at the first opportunity during normal business hours.
- Return the P and/or T Card to the Procurement Card Program Specialist prior to terminating employment with Bexar County or transferring between departments.
- Report emergency transaction needs to the Reviewer/Approver during normal business hours.
- Strive to meet or exceed Bexar County's goal with SWMBEs.
- Validate that the merchandise is received.

15. Department Reviewer / Approver Responsibilities

Each Department Head/Elected Official must designate one or more Reviewer/Approvers for their Cardholders. The Reviewer/Approver is to receive training similar to that of the Cardholder. Responsibilities include:

- Reviewing vendor receipts attached to the Expense Report in Smartdata for inappropriate purchases or uses of the P and/or T Card and to ensure that tax has not been charged.
- Approving reconciliation of charges to Expense Report.
- Resolving disputes with the vendor not resolved by the Cardholder.

- Notifying the Procurement Card Program Specialist of any unresolved disputes.
- Notifying the Procurement Card Program Specialist of lost or stolen P or T Cards.
- Requesting the Procurement Card Program Specialist cancel a P or T Card (e.g. terminated employees, employees transferring to other departments, and loss of Purchasing Card privileges) as approved by the Department Head/Elected Official.
- Collecting canceled P or T Cards and forwarding to the Procurement Card Program Specialist.
- Assisting Cardholder with declined transactions.
- Reporting misuse and abuse of the P and/or T Card.

16. Procurement Card Specialist Responsibilities

The Procurement Card Specialist is located in the Purchasing Department and is responsible for the following:

- Serves as the Bexar County's Purchasing Department liaison with the Bank.
- Processes the Cardholder Application and Cardholder Agreement.
- Submits a completed Cardholder Application to Bank and receives the P and/or T Card(s).
- Trains Reviewer/Approver before issuing P and/or T Cards to Cardholders.
- Trains Cardholders before releasing P and/or T Cards.
- Assists the Cardholder and bank with disputed charges/discrepancies.
- Secures revoked, cancelled or lost/stolen P or T Cards and submits information to the bank.
- Monitors and assesses P and T Card transactions for compliance with these Policies.
- Coordinates Cardholder changes, i.e. updates to MCC's, threshold limits, etc.
- Maintains and updates Purchasing Card Guidelines.
- Notifies merchants to register in the Supplier Portal

17. County Auditor Responsibilities

The County Auditor's Office is responsible for the following:

- Receives and reviews the Expense Report and supporting documentation.
- Establishes and notifies Cardholders of cut-off dates for approvals.

- Prepares documentation and payment to bank.

18. Purchasing Card Restrictions

Restricted Businesses

- X ATM's
- X Attorneys
- X Banks, Automated Tellers
- X Professional and Consultant / Contracted Service Providers
- X Temporary Labor Agencies
- X Entertainment Providers
- X Rental Agencies: equipment, furniture, etc.

Restricted Commodities

- X Any Single Purchase Exceeding \$5,000
- X Alcoholic Beverages
- X Weapons, Firearms, Ammunition
- X Animals
- X Cash Advances or Gift Purchasing Cards
- X Cellular / Portable Phone(s)
- X Computer or Telecommunication Equipment
- X Consulting Services
- X Controlled Assets
- X Controlled Prescription Drugs
- X Cylinder Gases, Liquid Nitrogen
- X Decorations
- X Entertainment
- X Hazardous Chemicals or Materials
- X Organization Memberships, Charitable and Social Services, Associations, Civic, Social, and Fraternal
- X Personal Items
- X Purchases outside the United States (unless approved before leaving)

- X Purchases Involving Equipment Trade-In
- X Radioactive Materials
- X Scientific or Medical Equipment
- X Telephone Services
- X Hotels, Car Rentals, Meals (except with Travel Card)

The items shown above: (i) are intended to guide you in which form to use for processing payments and orders, and (ii) are not representative of all restrictions. It is recommended that you contact the Procurement Card Specialist to ensure the proper expenditure of funds.

SECTION 6

COMPETITIVELY BID PURCHASES

A. Competitive Bidding General Requirements

In Bexar County, Purchasing staff solicits sealed bids using the solicitation process for goods and services exceeding \$50,000. Local Government Code §262 outlines the requirements for formal sealed bids for purchases exceeding \$50,000 and includes the following general requirements:

- The bids are advertised based on the County’s specifications and conditions of purchase (outlined in the solicitation) at least once a week in a newspaper of general circulation, with the first advertisement date occurring at least 14 days before the specified opening date.
- The County’s specifications (solicitations) stipulate the date and hour bids are received. After that date and time, no further bids are accepted.
- Vendors are authorized to submit an electronic response through Lawson/Infor System. Hardcopy responses will be accepted. **It is the responsibility of the vendor to test any system for submission of an electronic bid prior to the deadline for submission of responses.**
- The solicitations are opened and read aloud at the specified date and hour, evaluated and submitted to the Commissioners Court for award. Generally, the bid that represents the best value is accepted, but only one bid may be awarded, unless the solicitation notes that multiple awards will be made.
- If no bid is acceptable, the entire bidding process may be repeated or terminated.

Bexar County uses the Lawson/Infor Strategic Sourcing (Landmark/RichClient) system for setting up, maintaining, and analyzing bidding events.

Bexar County’s Supplier Portal is a web interface that allows registered suppliers to bid on solicitations, control event notification settings, and view bid history.

This process provides all bidders the opportunity to bid on the same items on equal terms and have bids evaluated according to the same standards as set forth in the specifications as required by statute.

B. Competitive Proposals General Requirements

In accordance with Texas Local Government Code §262.030 requirements, competitive proposals are used to procure insurance, high technology items, landscape maintenance, travel management and recycling services. “High technology” goods or services means goods or services of a highly technical nature, including: data processing equipment and software and firmware used in conjunction with data processing equipment; telecommunications, radio and

microwave systems; electronic distributed control systems, including building energy management systems; and technical services related to those goods and services. RFPs must be advertised in the same manner proscribed for competitive bidding.

The major differences between bids and proposals are:

- The RFP uses performance standards rather than the description of the goods or services and specifies the relative importance of price and other factors used to evaluate the proposal;
- Suppliers submit unique proposals to meet the requirements outlined in the RFP. Proposals may incorporate entirely different approaches to accomplish the same performance. After proposals are received, the County may communicate or seek clarification with as many suppliers that are deemed “responsive” to find the best possible proposal from each supplier and award to those suppliers.

In addition to the items outlined in §262.030 above, proposals are often used to procure professional or personal services as defined by the Professional Services Procurement Act (Chapter 2254 of the Government Code). It is permissible to use a competitive proposal to obtain qualifications and rates charged for professional/ personal services from interested professionals. However, the County must meet the requirement specified in Chapter 2254 that “a governmental entity may not select a provider of professional services or award a contract for the services on the basis of competitive bids . . .”

C. Invitation For Bid (IFB) / Request For Proposals (RFP) Process

This section of the Manual outlines the steps needed to process seal bids and proposals. Since many of the steps are similar, the description will be combined.

The IFB/RFP process consists of the following:

- IFB/RFP Preparation
- Bid/proposal Receipt and Opening
- Bid/proposal Evaluation
- Negotiation (RFP only)
- Contract Award

Each stage has specific requirements, many of which are required by law and are discussed briefly in this section of the Manual.

1. Solicitation Process

The IFB/RFP preparation begins with the submission of a specification outlining the item(s) and/or services that a Department wishes to procure. The specification is developed and submitted to the Purchasing Department as outlined in Section 3 of this Manual. The Purchasing Department will work with the Department to ensure that it is as open and competitive as possible. When the specification is finalized, the Purchasing Department will assemble it into an IFB or RFP.

The main difference between a specification for an IFB and an RFP is that the IFB specification will describe an item; whereas in an RFP, the specification will be in terms of performance and often include a statement of work to be performed. Exhibit 12 identifies the general contents of Bexar County IFBs and RFPs.

Exhibit 12: IFB/RFP Contents

Item/Description	Use
Terms and Conditions. This section of the IFB/RFP lists all of the conditions of doing business with Bexar County. It includes the following sections: instructions to bidders; bidder's certification/agreements; description of supplies; terms and conditions and award of contract.	IFB/RFP
Line Items. This is the detailed specification. For the IFB it includes a detailed description of each item requested by the County, the quantity and unit of measure. The supplier is to complete the unit price and the total price for each item in their bid and the total cost of the entire bid. For the RFP, the Cost Pricing contains a listing of each item/service required by the county, asking the supplier to complete the cost portion. In addition, a Statement of Work is part of this section that outlines the basic requirements.	IFB/RFP
Statement of Work. This is the specification for an RFP that outlines the work to be performed. Proposal submission requirements and qualifications and experience of the vendor are required in this section.	RFP
General Provisions. These are requirements related to the scope of the contract, delivery provisions, warranties and contract modifications. For RFPs, this section is more extensive and includes the evaluation criteria.	IFB/RFP

2. Advertise of Solicitation

By law, the County must advertise the solicitation for competitive purchases in a newspaper of general circulation in Bexar County. The first advertisement must occur a minimum of 14 days before the bid/proposal opening date specified in the solicitation.

Construction and Flood Control projects are posted through CivCast. The following link will direct interested parties to Bexar County Construction and Flood Control projects:

<http://www.civcastusa.com>

The newspaper advertisement must include:

- The specifications describing the services to be purchased, or a statement of where the specifications may be obtained;
- The time and place for receiving and opening bids/proposals and the name and position of the employee to whom the bids/proposals are sent;
- Whether the bidder should use lump-sum or unit pricing;
- The type of bond required of the bidder; and
- The method of payment by the County.

During the solicitation period, the County may hold a pre-bid (pre-proposal for RFPs) conference for the purpose of discussing solicitation requirements and answering questions of prospective bidders (Offerors). The Purchasing Department supervises the pre-bid (pre-proposal) conference and the Department is asked to provide staff to attend the conference and answer technical questions. The solicitation may be amended during this period based on clarifications and answers to questions from the pre-bid (pre-proposal) conference. Amendments will be posted on the Supplier Portal. Construction amendments will be posted on Civcast.

All solicitation notices are sent to the Small Business and Entrepreneurship Department for distribution, outreach efforts and data collection.

3. Bid/Proposal Receipt and Opening

Bidders may electronically submit sealed bids/proposals as described in the solicitation. Electronic sealed bids/proposals are preferred; however hard copy bids/proposals will be accepted by the Purchasing Department and are stamped with the date and time received. The Time Stamp Clock in the Purchasing Department serves as the official time clock for the purpose of identifying the date and time bids/proposals were received in the Purchasing Department. The bidder (offeror) must submit the bid/proposal by the date and time specified in the solicitation to be accepted. Late bids/proposals are not accepted and are returned unopened to the bidder.

Bids: According to Texas Local Government Code §262.026, the county official who makes purchases for the county shall open the bids on the date specified in the notice. Sealed bids will be opened publicly by the Purchasing Department and will be documented. The date specified in the notice may be extended by the

Purchasing Agent. A bid that has been opened may not be changed for the purpose of correcting an error in the bid price.

In accordance with Texas Local Government Code §262.0235, Electronic responses to solicitations is permitted based on adopted rules by Commissioners Court. Electronic response information is provided through the Lawson/Infor Internet Link to include CivCast.

Proposals: In accordance with Texas Local Government Code §262.030, proposals shall be opened so as to avoid disclosure of contents to competing offerors and be kept secret during the process of negotiation. All proposals that have been submitted shall be available and open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such. In the event that a request for disclosure of identified trade secrets and/or confidential information is received by Bexar County, the Proposer shall be notified of the request. It is the responsibility of the Proposer to assert any exceptions to disclosure directly to the Office of the Texas Attorney General.

4. Bid / Proposal Evaluation

Bids: The end user department will evaluate all bids with assistance from the Purchasing Department and a joint recommendation will be made to Commissioners Court. A recommendation letter and any other documentation from the Department will be submitted with the agenda request. Purchasing will be responsible for placing the item on the Commissioners Court agenda.

Bids will be evaluated based on the following factors: (1) the relative prices of the bids, including the cost of items such as repair and maintenance (heavy equipment) or delivery and hauling (road construction materials); (2) compliance of goods and services offered with specifications; and (3) the responsibility of the vendor, including the vendor's safety record if Commissioners Court has adopted a definition of safety that is included in the bid, and the past performance of the vendor.

When the lowest priced bid is not the best bid, the requesting Department works with the Purchasing Department to develop and document clear justification for not selecting the lowest bidder. This documentation must be presented to the Commissioners Court for their approval.

Proposals: The Purchasing Department facilitates/supervises the evaluation process performed by the user department and/or committee. Evaluators shall use only the evaluation factors and the points and/or weights specified in the RFP in evaluating the proposals. Typical evaluation factors include:

- Technical Approach

- Management Plan (including work plan and schedule)
- Personnel Qualifications
- Demonstrated Corporate Experience and Qualifications in performing work outlined in RFP
- Cost

Important: It should be noted that while the County encourages the participation of SMWBEs, status as a SMWBE cannot be included as an evaluation factor.

5. Negotiations / Best and Final Offer (BAFO)

The Purchasing Department will supervise all negotiations. Any negotiations with offerors should be coordinated with the Purchasing Department. Departments negotiating directly may jeopardize the progress of the County evaluation committee.

All offerors must be accorded fair and equitable treatment with respect to any opportunity for discussion and revision of proposals and submittal of a “Best and Final Offer” (BAFO).

After the negotiations are complete, the assigned Purchasing Department staff may request the qualified offerors to submit a BAFO by a specified date and to a specified location. Based on the negotiations, the BAFO must allow the offeror to:

- Modify the initial offer;
- Update pricing based on any changes the user department/county has made; and;
- Include any added inducements that will improve the overall score in accordance with the evaluation plan of the RFP.

6. Contract Award

Bids:

In accordance with Local Government Code, §262.027, the Purchasing Agent shall recommend contract award to Commissioners Court. Commissioners Court will approve the recommendation, consider another recommendation or reject all bids and authorize the Purchasing Agent to re-bid the goods and/or services.

Chapter 262.027 further specifies that if two responsible bidders submit the lowest and best bid, the Commissioners Court shall decide between the two by drawing lots in a manner prescribed by the County Judge.

In addition, a contract may not be awarded to a bidder who is not the lowest priced bidder meeting specifications unless, before the award, each lower bidder is given notice of the proposed award and is given an opportunity to appear before the Commissioners Court and present evidence concerning the lower bidder's responsibility.

Upon award the vendor agrees to participate in the County's data collection process for payment (detailed in Section 12: Contract Administration)

Proposals:

The final stage is to request the Approval of a contract for award from Commissioners Court. The Purchasing Agent will present the contract for award to the Commissioners Court for approval.

Exhibit 13 outlines the steps to be followed in processing an IFB and an RFP.

Exhibit 13: Procedures for Processing an IFB and RFP

Step	Responsibility	Output/Source
Enter requisition into Lawson Portal (S3 Module) to commit funds for the procurement.	Department	See Section 4
Prepare and submit specifications to Purchasing Department	Department	Specification (See Section 3)
Work with user department to develop IFB/RFP based on submitted specifications.	Purchasing Department	
Advertise IFB/RFP in accordance with statutory requirements. Send solicitation notice to the Small Business and Entrepreneurship Department for additional distribution.	Purchasing Department	
Conduct pre-bid (pre-proposal) conference (optional)	Purchasing and Department	Conference attendee sheet and questions
Set Date for any questions to be asked and answered	Purchasing and Department	
Amend IFB/RFP (if applicable).	Purchasing Department	Amendment
Receive bids/proposals electronically/hard copy and conduct bid/proposal opening.	Purchasing Department	Bid Tabulation
Evaluate bids/proposals based on IFB/RFP requirements and recommend one award or multiple awards as applicable (IFB) or identify vendors for further negotiation (RFP).	Purchasing and Department	Copies of Bids; RFP Copies of Offers; Scoring Sheet ; RFP:

Step	Responsibility	Output/Source
IFB Award Process		
Prepare and submit "Authority to Award" agenda item for Commissioners Court approval	Purchasing Department and Department	Authority to Award agenda request
Approve "Authority to Award"	Commissioners Court	
Receive approved contract, prepare copies for distribution with appropriate award documents.	Purchasing Department	
RFP Award Process		
Negotiate with vendors and request Best and Final Offers (as applicable) and select recommended supplier to finalize negotiations.	Purchasing Department and Evaluation Committee	
Negotiate contract terms with recommended supplier and develop contract documents reflecting negotiated terms.	Purchasing, District Attorney and Department	
Prepare and submit "Authority to Execute Contract" agenda item for Commissioners Court approval	Purchasing Department	Agenda Request
Approve Authority to Execute Contract	Commissioners Court	
Receive executed contract, prepare copies for distribution with appropriate award documents.	Purchasing Department	

SECTION 7

COOPERATIVE PURCHASES

A. State of Texas Cooperative Programs

There are many programs that are enabled by the statutes. This section of the Manual describes the programs and provides basic procedures for using these methods of procurement. In all of these programs, the Purchasing Agent is authorized to act for Bexar County at the direction of Commissioners Court in all matters relating to the purchasing program, including the purchase of goods and services from the vendor under any contract. Bexar County is responsible for making payments directly to the vendor.

1. Texas Multiple Award Schedules (TXMAS)

The contracts listed under TXMAS have been competed at the federal level and are available from agencies such as the General Services Administration. A list of contracts may be viewed at: <http://www.window.state.tx.us/procurement/prog/txmas>

This type of procurement is processed as an “open market” requisition using the procedures described in Sections 4 (A) and (C) of this Manual. The major difference is that the requisition information (item description, vendor name/number, price, unit of measure, etc.) will reflect TXMAS contract information.

2. State of Texas Department of Information Recourses (DIR) and Go DIRect Program

Local governments can purchase goods and services that have been competitively bid by the State through DIR and through its vendors. The Go DIRect Program is managed by DIR and allows entities to purchase computer-related equipment from the DIR-contracted vendors. A listing of available products and services is located at: <http://www.dir.state.tx.us/store/index.htm>

This type of procurement is processed as an “open market” requisition using the procedures described in Sections 4 (C) of this Manual. The major difference is that the requisition information (item description, vendor name/number, price, unit of measure, etc.) will reflect either DIR or DIRect information.

B. Cooperative Purchasing (Interlocal Agreements)

Bexar County currently has interlocal agreements with Tarrant County, Ector County, City of San Antonio and the Houston-Galveston Area Council of Governments (H-GAC).

This type of procurement is processed as an “open market” requisition using the procedures described in Sections 4 (A) and (C) of this Manual. When the Purchasing Department receives the requisition, it will evaluate whether or not it can be cooperatively purchased from these entities and will enter specific contract information into the requisition before generating a purchase order.

Prior to award, end users shall make every effort to ensure that local and SMWVBEs will be afforded a fair opportunity to compete for all Bexar County procurements.

C. Other Cooperatives

The Bexar County Purchasing Department will evaluate other cooperatives for local and SMWVBE consideration, price competitiveness and feasibility. When cooperatives are identified, the Purchasing Department will distribute procedures pertaining to these cooperatives to user departments to assist in their planning and identification of requirements.

Bexar County participates with the following Cooperative Agencies:

- U.S. General Services Administration (GSA)
- Texas Association of School Boards (BuyBoard)
- The Cooperative Purchasing Network (TCPN)
- U.S. Communities
- Tarrant County Cooperative Purchasing Program
- Texas Interlocal Purchasing System/Texas-Arkansas Purchasing System (TIPS/TAPS)

SECTION 8 **CONSTRUCTION**

A. Introduction

Section §262.011 (e) of the Texas Local Government Code states that "The County Purchasing Agent shall supervise all purchases made on competitive bid..."

Section §271.055 of the Texas Local Government Code Subchapter B (Notice to Bidders):

(a) An issuer must give notice of the time, date, and place at which the issuer will publicly open the bids on a contract for which competitive bidding is required by this subchapter and read the bids aloud. The notice must be given in accordance with Subsection (b) or in accordance with: The County Purchasing Act (Subchapter C, Chapter 262), if the issuer is a county.

If an issuer gives notice under this subsection, the notice must:

Be published once a week for two (2) consecutive weeks in a newspaper, as defined by Subchapter C, Chapter 2051, Government Code, that is of general circulation in the area of the issuer, with the date of the first publication to be before the 14th day before the date set for the public opening of the bids and the reading of the bids aloud; and

State that plans and specifications for the work to be done or specifications for the machinery, supplies, equipment, or materials to be purchased are on file with a designated official of the issuer and may be examined without charge.

Construction procurements may use the IFB format and process or any other alternative delivery method allowed by Government Code 2269. The alternative delivery methods include Competitive Sealed Proposal, Design Build, and Construction Manager at Risk. There is however, more emphasis on the following items:

- Bonding Requirements
- Safety Records
- Prevailing Wage Labor Rates

B. Process

The Process followed for construction IFBs is similar to other IFBs with some notable exceptions that are discussed below.

1. Preparation of Documents

The Department will prepare the specifications that will be reviewed and Purchasing will provide comments for incorporation into the final documents. The Department prepares an entire description of the proposed project that includes items such as specifications, drawings, surveys, etc. in a document

called a Project Manual. Department will submit project requisition into Lawson/Info System.

The Department contacts the Purchasing Department to obtain an IFB number. The IFB number is added to the project manual by the user Department.

The Department will work with Purchasing to coordinate the issue date, pre-bid conference date and opening date.

The Purchasing Department releases the advertisement to the newspaper and posts the bid to the Civcast website. Department enters requisitions for advertisements through newspaper and for Civicast.

The project manuals and drawings associated with construction bids are extensive documents and uploaded to the Civcast website. The contractor may download these documents from Civicast.

2. Advertisement

According to Local Government Code §271.025, the County must advertise for bids and the advertisement must include a notice that:

- describes the work;
- states the location at which the bidding documents, plans, specifications, or other data may be examined by all bidders; and
- states the time and place for submitting bids and the time and place that bids will be opened.

The advertisement must be published at least twice in one or more newspapers of general circulation in the county or counties in which the work is to be performed. The first publication must be on or before the 14th day before the first date bids may be submitted.

3. Award

The Purchasing Agent will present the recommendation to the Commissioners Court. Once the award is approved, the Purchasing Department coordinates preparation of award documents.

C. Procurement of Architect / Engineering / Land Surveying Services (Request for Qualifications)

The Professional Services Procurement Act (Government Code 2254) requires that architect, engineering and land surveying services be procured using a two-step process. According to the Act, the entity (County) shall:

- first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
- then attempt to negotiate with that provider a contract at a fair and reasonable price.

If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the entity shall:

- formally end negotiations with that provider;
- select the next most highly qualified provider; and
- attempt to negotiate a contract with that provider at a fair and reasonable price.

The entity shall continue the process to select and negotiate with providers until a contract is entered into.

The Public Works Department or Facilities Department develops the Request for Qualifications (RFQ). The RFQ contains a cover sheet that summarizes the project for which the RFQ is sought and provides the location where the RFQ response is to be sent and its due date. The RFQ document generally contains the following sections:

- General Information outlining the purpose of the RFQ, identifying the issuing office, describing the problem and defining the County's expectations for the selected service provider.
- Submittal of Statement of Requirements that identifies the conditions for submittal of a statement of qualifications (SOQ) including the number of copies required, date required and format, provisions related to preparation of the SOQ, date and time of pre-proposal conference, how addenda will be issued, format requirements and process to be followed in accepting the SOQ.
- Qualifications providing a detailed description of the types of tasks that the selected vendor is expected to perform and the requisite qualifications to perform the tasks.
- Timeline for procurement with anticipated procurement milestone and project start dates.
- Information Required from Service Provider outlining the specific format and content to be used in submitting the SOQ. This section also includes a requirement for a certification from the respondent stating that they have read and understood the RFQ and that the information provided is accurate.

- Selection Criteria that defines the criteria that will be used to evaluate the SOQ. Cost and the use of SMWBE participation cannot be used as selection criteria.

Respondents submit their SOQs to the Department who issued the Request for Qualifications. The Department will evaluate and prepare the agenda request for Commissioners Court approval to award the contract.

Important: It should be noted that while the County encourages the participation of SMWBE, it cannot be included in the selection criteria.

D. Alternative Delivery Methods for Construction Projects

In accordance with Government Code §2269; **Contracting and Delivery Procedures for Construction Projects: Construction Manager-Agent**. A governmental entity may use the construction manager-agent method for the construction, rehabilitation, alteration, or repair of a facility; a governmental entity using the construction manager-agent method may, under the contract between the governmental entity and the construction manager-agent, require the construction manager-agent to provide administrative personnel, equipment necessary to perform duties under this section, and on-site management and other services specified in the contract. A construction manager-agent represents the governmental entity in a fiduciary capacity.

In accordance with Government Code §2269; **Construction Manager at Risk (CMAR)** methods may be used. The governmental entity shall select or designate an engineer or architect who shall prepare the construction documents for the project and who has full responsibility for complying with Chapter 1001 or 1051, Occupations Code, as applicable. §2269; the governmental entity shall select the construction manager-at-risk in either a one-step or two-step process.

In accordance with Government Code §2269; **Design-Build Contracts for Facilities**, a governmental entity may use the design-build method for the construction, rehabilitation, alteration, or repair of a facility. The governmental entity shall prepare a request for qualifications that includes general information on the project site, project scope, budget, special systems, selection criteria, and other information that may assist potential design-build firms in submitting proposals for the project. The governmental entity shall evaluate statements of qualifications and select a design-build firm in two phases: (1) the governmental entity shall prepare a RFQ and evaluate each offeror's experience, technical competence, and capability to perform, the past performance of the submitted by the team or firm in response to the RFQ, except that cost-related or price-related evaluation factors are not permitted. (2) the governmental entity shall evaluate the information submitted by the offerors on the basis of the selection criteria stated in the RFQ and the results of an interview.

E. Wage Rate Determination

Wage determinations for construction projects shall be verified in accordance with the Davis Bacon Act at the following link:

<http://www.wdol.gov/>

The construction wage rates are determined by job project and title.

SECTION 9

REQUEST FOR PROPOSALS OUTSIDE PURCHASING **(PROFESSIONAL & PERSONAL SERVICES)**

The Commissioners Court has adopted policy that allows departments to procure professional/personal services outside the Purchasing Department if the Department:

- Reports to the Commissioners Court;
- Obtains approval of the RFP from Commissioners Court; and
- Uses the “Standard Request for Proposal” format

In using the template, the Department should add, delete and change the sections, paragraphs, sentences or words in the RFP template to adapt it to deal effectively with the particular, factual situation and accomplish the Office’s or Department’s objectives. In adapting the template, however, the office or department shall not change the numerical designation of sections. If a section is not used, the department should put the words (NOT USED) in parentheses behind the title of the section (e.g. 2.7 PRE-PROPOSAL CONFERENCE (NOT USED)).

The Court’s policy allows use of outside professional and personal service contractors when:

- Technical expertise is required which does not exist within Bexar County resources;
- A temporary requirement exists that cannot be met by Bexar County’s existing work forces; and
- It is necessary to receive advice and recommendations independently of the Bexar County work force.
- It should be noted that while the County encourages the participation of SMWBE, it cannot be included as an evaluation factor.
- Review CDMS SMWBE Directory or contact the Small Business and Entrepreneurship Department and the Purchasing Department for a listing of available SMWBEs.
- The Purchasing Department does release the advertisement to the newspaper. Exhibit 14 outlines the basic procedure and process for this type of RFP.

Exhibit 14

Step	Responsibility
Obtain copy of RFP template, Enterprise Owner Information Form, Form 1295 requirements and Conflict of Interest Questionnaire	Department
Develop RFP using standard template	Department
Enter requisition for advertising RFP and submit to Purchasing Department	Department
Advertise RFP	Purchasing Department
Hold pre-proposal conference (if applicable)	Department
Receive and open proposals	Department
Evaluate proposals (for selection criteria and recommend award)	Department and Purchasing (as requested)
Request Authority to Award RFP from Commissioners Court	Department
Approve Authority to Award RFP	Commissioners Court
Negotiate contract terms and conditions with vendor and work with district attorney's office to draft contract documenting negotiated terms and conditions.	Department/DA's Office
Request contract execution from Commissioners Court	Department
Approve contract award	Commissioners Court
File and distribute copies as appropriate.	Department

SECTION 10

REQUEST FOR PROPOSALS FOR PROFESSIONAL AND PERSONAL SERVICES PROCESSED BY PURCHASING (COMMODITIES AND SERVICES)

The Purchasing Department processes RFPs for commodities and services for Bexar County. Each department is encouraged to engage the Purchasing Department for processing RFPs for professional and personal services. The difference between this and other RFPs is whether the professional service is one of those defined in Government Code 2254 Professional and Consulting Services. According to 2254, Professional Services are accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising and professional nursing. The contract shall be awarded based on demonstrated competence and qualifications for a fair and reasonable price.

SECTION 11
FEDERAL FUNDED PROCUREMENT PROJECTS

- A. On March 12, 2007, Commissioners Court adopted the Texas Department of Transportation (TXDOT) Local Area Management Agreement. Under this Agreement, the County is further required to establish a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Bexar County receives Federal financial assistance from the Department of Transportation and as a condition of this assistance Bexar County signed an assurance confirming that compliance with 49 CFR Part 26 will be adhered to.

For additional information,
see: <http://www.fhwa.dot.gov/hep/guidance/superseded/49cfr26.cfm>

Additionally, staff may reference County Administrative Policy 8.2 (Disadvantaged Business Enterprise (DBE) Program for Federally Funded Transportation Projects).

- B. All procurement of supplies, equipment and services utilizing Federal Funds (e.g., Federal Grant or Contract) shall be made in accordance with all applicable federal rules and regulations such as the Federal Acquisition Regulations (FAR), Federal Office of Management and Budget (OMB) Circular A-102, and OMB Circular A-110.
- C. All vendors, prior to award with federal funds, are “required” to be searched with the Excluded Parties List System also known as System for Awards Management (SAMS) at the following link:

<https://www.sam.gov/portal/public/SAM/#1>

- D. Objectives/Policy Statement: Bexar County has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26.

Bexar County receives Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Bexar County has signed an assurance that it will comply with 49 CFR Part 26. Bexar County has adopted the Texas Department of Transportation (TXDOT) Local Area Management Agreement and the Memorandum of Understanding (MOU) regarding the Disadvantaged Business Enterprise Program as defined in the MOU ATTACHMENT C – Comprehensive Development Agreement (CDA) DBE Provisions.

It is the policy of Bexar County to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT – assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The Small Business and Entrepreneurship Department's Director has been delegated as the DBE Liaison Officer. In that capacity, the Small Business and Entrepreneurship Department Director is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by Bexar County in its financial assistance agreements with the US Department of Transportation.

Bexar County has disseminated this policy statement to Commissioners Court and all of the components of our organization. Bexar County has distributed this statement to DBE and non-DBE business communities that perform work for the County on DOT-assisted contracts.

SECTION 12

CONTRACT ADMINISTRATION AND MODIFICATIONS

A. Contract Administration

This aspect of the procurement process is one of the most important and is frequently overlooked. The user department is on the “front line” and has the best capability to monitor and document contractor performance/compliance. To accomplish this, the following is recommended:

- Assign Department personnel who have frequent interactions with the contractor to monitor and document performance.
- Require assigned personnel to coordinate with the Purchasing Department to read and fully understand the contract requirements.
- Coordinate with the Purchasing Department as soon as possible after contract award to identify the types of non-performance and non-compliance to be documented and the documentation requirements. Documentation at a minimum should include the details of each instance of non-performance such as: date, location, description of the non-compliance, how the vendor was notified of non-compliance and the name of the vendor’s representative who was notified.

All documentation of non-compliance must be shared with Purchasing. If there has been poor performance or non-compliance with the contract, the Purchasing Department will be responsible to initiate corrective action with the vendor. The Purchasing Department will also coordinate with the user department to document whether or not the terms of corrective action have been met.

The Purchasing Agent will take all steps related to obtaining compliance with the contract but will consult with the District Attorney’s Office before taking any steps toward suspension or termination of the contract. The Purchasing Agent will coordinate with the District Attorney to develop any letters, notices and other communication related to termination or suspension.

The objectives of contract administration are to:

- Ensure the contract requirements are satisfactorily performed before payment,
- Properly discharge of the responsibilities of both parties,
- Identify any material breach of contract by assessing the difference between contract performance and material non-performance, and
- Determine if corrective action is necessary and take action if required.
- Resolve any disputes.

The statement of work is the guide for contract administration. Therefore, planning for contract administration occurs before issuance of the solicitation. Effective contract administration minimizes or eliminates problems and potential claims and disputes.

Good contract management ensures that the contract requirements are satisfied, that the goods and services are delivered in a timely manner, and that the financial interests of the County are protected.

Contract Management:

Bexar County uses Lawson Contract Management (Landmark/RichClient) system for the process of creating and managing contracts.

During the term of the contract, the awarded contractor must submit accurate progress payment information, to include payments made to its Subcontractor(s), Sub Supplier (s) or Sub Consultant(s), with each invoice submitted to the County for payment.

In addition, the Contractor and its Subcontractor(s) Sub Supplier(s) or Sub Consultant(s) must utilize the contract management software Contract and Diversity Management System (CDMS) (procured by Bexar County and available at <https://bexar.smwbe.com/>) to report all payments made and received. Payments shall be audited at least monthly for participation and accuracy by County staff or a designated representative of the County. All such related source documents upon which payment is based shall be made a matter of record.

The Contract and Diversity Management System (CDMS) is a web-based paperless system that Prime vendors shall use to report subcontracting, sub supplier or sub consultant payments made to SMWVBEs for any subcontracting, sub-suppliers, sub-consultant performance.

The SMWVBE Program staff will verify payments and seek to resolve any disputes. Staff provides training and education for all prime and sub vendors.

B. Contract Modifications

According to Texas Local Government Code, §262.0305, after award of a contract, but before the contract is made, the Purchasing Agent may negotiate a contract modification if it is in the County's best interests, does not substantially change the scope of the contract or cause the contract amount to exceed the next lowest bid. The Commissioners Court must approve the modified contract for it to be effective.

The Commissioners Court may also make changes in plans, specifications or proposals after a contract is made or if it becomes necessary to increase or decrease the quantity of items purchased. The total contract price may not be increased unless the cost of the change can be paid from available funds.

The Commissioners Court has delegated the authority to make change orders to a contract that involves an increase or decrease costing less than \$50,000, to the Purchasing Agent. However, the Purchasing Agent does not have the authority if the change increases the original contract price by more than 25 percent (unless change is needed to comply with law or judicial decision) or decrease the contract price by 18 percent or more without the contractor's agreement.

The Purchasing Agent will bring contract modifications to Commissioners Court for approval on all contracts executed through the Commissioners Court.

The Purchasing Agent is also authorized by the Commissioners Court to modify contracts at any time in writing if the changes do not increase the contract price and are within the general scope of the contract including changes to any of the following:

- Drawings, designs, or specifications when the goods to be furnished are to be specially manufactured for the County in accordance with the drawings, designs, or specifications.
- Shipping or packing method.
- Delivery location
- Correction of administrative errors or other mistakes that do not affect the price or scope of the contract and that do not result in additional expense to the contractor.

SECTION 13

RECEIPT OF GOODS

A. Verify Order

Since the County does not have centralized receiving, Departments receive items. When a shipment is received, the employee receiving the shipment should perform the following steps:

- Open the shipment promptly (within 24 hours) and inspect the shipment.
- Verify that the order belongs to your Department by matching the Purchase Order number assigned in the Lawson Portal to the Purchase Order number on the delivery slip. If there is no purchase order number and it does not belong to your Department, call Purchasing immediately to help identify where it should be delivered. Purchasing will coordinate the pickup and delivery.
- Compare the actual items and quantities delivered to the items and quantities on the delivery slip and match it with the items and quantities on the Purchase Order. Note any differences in quantity and any items that have been back ordered.
- Verify whether or not shipping (if charged) is applicable or not.

If there are differences or items are back ordered, call Purchasing to notify them of the shipment problem and fax/email a copy of the delivery slip. If there are no differences, receive all items electronically in the Lawson Portal for payment to be made by the Auditor's Office.

B. Damaged Goods

When a shipment arrives, the user department must inspect the condition of all cartons. If freight is undamaged, the department receiving shipment should sign the freight bill. If freight is visibly damaged, the receiving department must instruct the freight line driver to:

- Note the damage on the freight bill and then;
- Sign the freight bill.

If there is concealed damage, save the shipping cartons so that the Purchasing Department can notify the freight line and request an "inspection and report of concealed damage." A receiving report noting the damage should be completed.

All boxes and packing materials should be kept in the event of visibly damaged and concealed damage freight shipments. Damaged freight must be reported to the

freight line within 15 days after delivery. After 15 days, the freight line is no longer liable for the damage.

All goods not received properly or not in compliance with the contract should be documented and reported to the Purchasing Department as soon as possible so that the vendor can be notified and instructed as to corrective action.

Damaged goods should not be returned to the freight line, or the vendor, unless specifically requested to do so and then only if a claim has been filed or if authorization has been given by the vendor and/or the Purchasing Department.

SECTION 14

FIXED ASSET PROCEDURES

General Information

The purpose of this document is to provide County department/offices with policies and guidelines regarding the tagging, inventory, and disposal of County controlled and fixed assets.

A. Introduction

Bexar County has thousands of controlled and fixed assets. These assets come in many varieties (i.e. vehicles, firearms, road equipment, computer systems, etc.). Assets are classified as either fixed assets (assets with a useful life greater than three years and a value greater than \$5,000) or controlled assets (assets with a value greater than \$500.00, but less than \$5,000 which are tagged and tracked), or High Risk Assets (assets that are sensitive in nature because of liability issues). Combined, they have a value of millions of dollars. As public servants we are responsible for the care and custody of this large investment.

To maintain care of this multitude of assets is not an easy job. Accountability is not only our inherent duty as County employees; it is also required by statute. Each employee should demonstrate a personal commitment to protect and account for all equipment, regardless of its current use assignment.

The process of tagging and inventorying controlled and fixed assets is under the direction of the Purchasing Department. A full cooperative effort of all departments/offices allows the Purchasing Department to maintain inventory records. The Purchasing Department has a responsibility for the providing accurate inventory records for controlled and fixed assets and will perform the following duties in support of this responsibility:

Conduct periodic reviews of department/office to determine that controlled and fixed assets are recorded and reported.

Prepare inventory records of controlled and fixed assets for County departments/offices.

Maintain inventory records of controlled and fixed assets

Tag a controlled and fixed asset as determined by this policy.

Input information into the inventory records regarding controlled and fixed assets as determined by this policy.

Transfer a controlled and fixed asset that is not needed or used by a County department/office.

Remove tags, dispose of controlled and fixed assets, and update inventory records upon approval by the Commissioners Court.

Provide a report to the County Auditor and the County Purchasing Agent Board an inventory of assets on July 1 of each year.

B. Authority

The Texas Local Government Code requires that the County Purchasing Agent perform several duties related to the acquisition, inventory, and disposal of County assets.

C. Inventory

On July 1 of each year, the County Purchasing Agent shall file with the County Auditor and the County Purchasing Agent Board an inventory of assets belonging to the County. The County Auditor shall carefully examine the inventory and make an accounting for the assets purchased or previously inventoried and not appearing in the inventory.

D. Transfer

To prevent unnecessary purchases, the County Purchasing Agent, shall transfer County supplies, materials, and equipment from a subdivision, department, officer, or employee of the County that are not needed or used to another subdivision, department, officer, or employee requiring the supplies or materials or the use of the equipment. The County Purchasing Agent shall furnish to the County Auditor a list of transferred supplies, materials, and equipment. If the asset is a technology asset, the user will need to open a ticket through BCIT portals, so a technician can transfer the equipment.

E. Definition

Fixed assets are defined as items that possess all of the following characteristics: an original unit cost of \$5,000 or more (including costs to install and implement the asset), physical substance, a life expectancy of more than three years, capable of repeated use, identifiable as an individual unit and accounted for separately (this criteria shall exclude construction and improvements to real property), not intended for resale within its expected useful life, not consumable (e.g. office supplies), and not repair or replacement parts of a larger asset. Bexar County also tracks and reports assets classified as "Controlled Assets". Controlled Assets are those items

with a purchase cost between \$500 and \$5,000. Additionally, the County tracks and reports other assets considered “High Risk Controlled Assets”. These assets generally have a purchase cost below or at those of Controlled Assets but are tagged and reported because of liability, insurance, licensing, or other factors.

1) Fixed Asset - \$5,000 and up; examples include:

- Vehicle
- Road maintenance equipment
- Forklift

2) High Risk Controlled Asset - \$0 up to \$4,999.99; examples include:

- Weapon (tagged by proxy using serial number)
- Communication radio
- Camera
- Television and/or VCR
- Computer hardware, desktop computer, notebook, printer, scanner

F. Department / Office Responsibilities

The following outlines the responsibilities of the department/office and the procedures to be followed:

1) Protection

All departments/offices are responsible for controlling and protecting the assets of the County that have been entrusted to them and each County employee has the duty to protect and conserve County assets. The negligent or willful loss or damage of County assets by an employee, including a department head, may be cause for disciplinary action consequences in accordance with the County’s policies. Additionally, specific policies regarding the use of technology equipment such as desktop computers, laptops, and cellular phones is provided by the Bexar County Information Services (BCIS) and are provided by Bexar County Administrative Policies 5.3, 5.4, and 5.6.

2) Representative Designation

The elected official and/or department head is to designate in writing those employees that will assist the Purchasing Department with implementing the provisions of this policy. It is recommended that designations are made for each location in order to facilitate the process of asset tagging, inventory, disposal, and other direct communications regarding assets for that department/office.

The official or department head remains responsible for the controlled or fixed assets assigned to the department/office.

3) Receiving

Immediately upon receipt and acceptance of the asset, the department/office shall mark "received" on receiver copy of the purchase order. The department/office shall notify the Purchasing Department when an asset is received for tagging and reporting. BCIT must be notified if asset is technology equipment.

4) Special Acquisitions

Assets obtained by nontraditional means such as donations or leases or that are purchased with funds that are non-County funds through grants, interlocal agreements, or commissary funds or as result of forfeiture proceedings. The department/office shall notify the Purchasing Department when an asset is received for tagging and reporting.

5) Donations

Assets received via donation or contribution, regardless of source, must be evaluated with respect to inclusion in the inventory records. The department/office shall notify the Purchasing Department when an asset is received for tagging and reporting.

6) Funded with other entities (interlocal, grants, etc.)

Departments/offices accepting assets from other governmental entities via interlocal or grant agreements shall notify the Purchasing Department when an asset is received for tagging and reporting.

7) Received Upon Completion of Third Party Contract

In case a third party (contractor), in performance of a contract with the County, purchases an asset and provides the asset to the County, transferring ownership to the County upon completion of the contract. The department/office shall coordinate with the Purchasing Department to determine the value. The department/office shall notify the Purchasing Department when an asset is received for tagging and reporting.

8) Held in Trust (loaned to County by non-County entity (grant funded, state or federal))

Assets held by the County on behalf of a non-county entity and under the temporary control of the County are called assets in trust. This includes assets owned by the state of Texas or federal government that have been loaned to

the County or assets purchased with federal or state grant funds in which the asset remains the property of the granting agency. The department/office shall notify the Purchasing Department when an asset is received for tagging and reporting.

9) Purchased with Discretionary Funds

Several elected and appointed officials have statutory authority over the expenditure of certain discretionary funds. Examples of these types of funds include commissary funds and federal and state forfeiture funds. The department/office shall notify the Purchasing Department when an asset is received for tagging and reporting.

10) Software Tracking

Bexar County Purchasing Department does not inventory computer software as part of this policy. BCIS maintains licensing information pertaining to software purchases made through BCIS for departments/offices to ensure compliance with commercial license requirements as well as Bexar County software use policies. Departments/offices should contact BCIS regarding software license tracking. BCIS also maintains an inventory of Computers, servers and other items of this type. BCIS will maintain this inventory.

11) Warranty

Warranty information is often delivered with the asset when it is received at the department/office and it is recommended that the department/office maintain the warranty information in department/office files. If equipment malfunctions and before any equipment repair is initiated, the department/office shall research their acquisition records and warranty files to determine whether the equipment is under warranty. If it is determined that the malfunctioning equipment is defective and needs to be returned, the department/office shall contact the Purchasing Department to reflect the return of the asset so that it no longer appears in the department/office inventory records. In addition, the department/office should contact the Purchasing Department when the replacement asset is received and accepted for tagging and reporting. BCIT will maintain warranty information for Technology equipment procured by BCIT.

12) Trade-In

For assets that are used for trade-in, the department/office shall contact the Purchasing Department to coordinate and update the inventory records. It is crucial that this happen before the trade-in so that the inventory records may be adjusted and reconciled. The department/office shall provide the asset number, description, tag number, unit number, trade-in amount, and when the unit was

transferred. Additionally, when the trade-in is for computer equipment, the department/office shall contact BCIS.

Advantages of a trade-in are reduced administrative overhead, storage, and handling costs for disposal of assets. It is very beneficial to the County that this portion of the purchasing process is utilized wherever practical. Departments/offices participating in this process shall assist in:

- Identifying the asset scheduled for trade-in during the procurement process;
- Securing the asset scheduled for trade-in; and
- Making the asset available to contractor.

13) Damaged/Replaced

The department/office shall contact the Bexar County Risk Manager in the event an asset has been damaged to determine whether the asset qualifies for reimbursement under Bexar County's self-insurance or conventional insurance programs. Additionally, claims may be filed for this purpose. The department/office shall provide a copy of the filed claim and information regarding the replacement asset or the damaged asset to the Purchasing Department Fixed Asset Supervisor for tagging and reporting.

14) Vandalized

The department/office shall contact the Bexar County Sheriff's Office and file a report documenting the vandalized asset. The department/office shall send copies of the report to the Purchasing Department and County Auditor's Office.

15) Stolen

The department/office shall report stolen assets from their department/office immediately to the Bexar County Sheriff's Office and shall complete a Bexar County Missing or Stolen Asset Incident Report (Attachment 3). The department/office shall send a copy to the Purchasing Department and County Auditor's Office. Generally, a replacement should not be requested until after 90 days to allow for asset recovery. The department/office shall notify the Purchasing Department if the asset is recovered so that the inventory records may be updated.

16) Missing

The department/office shall complete a Bexar County Missing or Stolen Asset Incident Report (Attachment 3) and send a copy to the Purchasing Department and the Auditor's Office. Assets identified as missing shall not be removed from the inventory records until a thorough search is completed. The department/office is required to make a thorough and adequate search for the

missing asset and document steps taken to locate the asset. If after all searching is complete and asset cannot be found, the Purchasing Department will take to Commissioners Court to request removal from the inventory system.

17) Cannibalization

When the asset is transferred for disposal, the department/office shall indicate in the remarks column of the Bexar County Inventory Form (Attachment 2) identify an asset that was cannibalized and the component(s) removed. This action will aid in determining the condition of the asset when it is sold at auction or in determining whether or not it can be removed from the inventory.

The Purchasing Department will update the inventory records to reflect the cannibalization identified on the Bexar County Inventory Form and if provided, shall document the asset that is to receive the cannibalized part(s).

18) Vehicle Title and License

The County Fleet Maintenance accepts vehicles purchased by Bexar County. The original title for vehicles is retained by Fleet Maintenance. Fleet Maintenance prepares the forms required by the Vehicle and License section of the County Tax Assessor/Collector's Office or other agencies, and applies for exempt license plates. Upon disposal of vehicles and titled equipment, the Fleet Maintenance representative signs the original titles. The department/office coordinates with Fleet Maintenance for the transfer of vehicles through the Purchasing Department as part of the disposal process.

19) Reuse

Department/offices may request a transfer of surplus assets located in another department/office. Assets such as office furniture and equipment are occasionally available. Department/offices that are interested in leveraging budget funds by receiving existing assets from other departments/offices shall contact the Purchasing Department to inquire whether surplus assets are available and to coordinate transfer. If it is a technology asset, open a ticket through BCIT portal, for a technician to transfer equipment. Make sure to provide Purchasing with a copy of the transfer paperwork .

20) Inventory Exercise

An inventory exercise is conducted at a minimum once each year. The Purchasing Department will send representatives to each department/office worksite and attempt to locate the assets, reconcile the findings to the inventory records for that department/office, and evaluate differences with the department/office. Each department/office shall designate an employee to

assist with the process of determining the location of assets and providing information regarding asset additions, deletions, corrections, and/or additional comments. The department/office inventory records are reconciled and exceptions identified.

21) Disposal

By state law only the Purchasing Agent, who has received approval of Commissioners Court can dispose of County assets subject to this policy. A department/office that no longer uses an asset because duties, workloads, or personnel changes have occurred, or the condition of an asset deteriorates and it becomes unusable, the department/office shall contact the Purchasing Department to coordinate the disposal of assets and/or furniture. In addition, the Purchasing Agent is responsible for identifying and disposing assets that are declared "surplus" or "salvage". The Purchasing Department supervises a variety of actions including: competitive bid, trade-in, auction, donation, or recycling. The Purchasing Agent shall determine appropriate disposal method and take action based upon recommendation by the department/office.

To begin the process of disposal, the department/office requests a transfer of the asset out of the department/office inventory records with use of the Bexar County Inventory Form (Attachment 2). The department/office shall note the condition of the equipment (Good, Fair, Poor) and provide specific descriptive information in the "Remarks" column e.g. Typewriter, Electric - works but does not backspace properly.

Once the Inventory Form is completed, the next step is to contact the Purchasing Department. Assets are not transferred without a completed Inventory Form. The department/office shall not dispose of assets by other means. Large assets such as vehicles, road machinery, and furniture are to remain with the department/office until a disposition method is determined. Department/offices are asked to provide the Purchasing Department a plan for addressing the timelines and costs associated with the handling, moving, and storing of assets scheduled for disposal.

Generally computer hardware deemed as surplus under this policy is used as trade-in during the purchase process. BCIS shall notify the Purchasing Department upon removing computer hardware from service and provide the tag number, removal date, location, make and model. If technology asset, open a ticket through BCIT portal, so a technician can transfer E-waste.

In examining assets and/or furniture for disposal the Purchasing Agent shall use the following definitions:

Salvage asset – Asset that other than items routinely discarded as waste, that because of use, time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose for which it was originally intended.

Surplus asset - Asset that:

- (A) is not a salvage asset or items routinely discarded as waste;
- (B) is not currently needed by County;
- (C) is not required for County’s foreseeable needs; and
- (D) possesses some usefulness for the purpose for which it was intended.

In disposing of all assets the Purchasing Agent may:

- Sell the surplus or salvage asset by competitive bid or auction, except that competitive bidding or an auction is not necessary if the purchaser is another county or a political subdivision within the County;
- Offer the asset as a trade-in during the purchase process;
- Donate the asset to a civic or charitable organization located in the County; or
- Order the asset to be destroyed or otherwise disposed if the Purchasing Agent undertakes to dispose of the asset and is unable to do so because no bids are received.

22) Recording

There are two methods by which the Purchasing Department records assets:

- entry of received assets purchased with a Purchase Order; or
- entry of received assets resulting from forfeiture proceedings, use of commissary funds, discovery during audit, or donations to Bexar County.
- Note: Anytime an asset is found that has not been tagged, the Purchasing Department should be notified to coordinate tagging and reporting.

23) Tagging

Upon receiving notification from the department/office the Purchasing Department shall tag the asset. Additionally, anytime an asset is found that has not been properly tagged, the Purchasing Department should be notified to coordinate tagging and reporting.

All assets shall be identified with a “Tag” with an asset number assigned. It may be a sequential, consecutive number. Asset tagging is accomplished by

the Purchasing Department or those designated by the Purchasing Agent. When an asset is purchased with a Purchase Order, the receipt copy of the Purchasing Order is forwarded to the department/office by the Purchasing Department.

Consistent tagging practices ensure efficiency during the tagging process as well as subsequent inventory. When practical, asset tags are placed adjacent to the equipment manufacturer's I.D. plate. If there is not sufficient space or the surface is not appropriate, the tag may be placed away from heavy exposure, wear areas, or at a place which does not detract from the asset's appearance. Additionally, the asset tag shall be affixed so that it can easily be located without moving or dismantling and it can be easily located during inventory exercises. The department/office shall notify the Purchasing Department when an asset is received for tagging and reporting.

24) Asset Tag

The Asset Tag is an adhesive label used to identify County assets. The type of tag is a **Bar Code Tag**, which is a numerically controlled label for controlled or fixed assets.

25) Recycling

Waste assets and some salvage assets may be of greater value to the County when sold for materials or scrap rather than being disposed of as waste. The Purchasing Department shall coordinate recycling of assets with departments/offices.

26) Destruction

As per the Texas Local Government Code, the Commissioners Court may order the property to be destroyed as worthless if it cannot sell the property. When this situation occurs, the Purchasing Agent has been given the authority to destroy items after taking extensive efforts to dispose of the assets by sale, donation, or recycling. The Purchasing Department shall update the inventory records to reflect the removal and destruction.

SECTION 15 **APPENDICES**

A. Definitions

ADVERTISEMENT or ADVERTISE - A public notice put in a newspaper of general circulation containing information about an Invitation for Bid or Request For Proposal as specified in TEX. LOC. GOV'T CODE ANN., §262.025.

AMENDMENT - A document used to change the specifications, terms and/or conditions of an event.

ANNUAL TERM CONTRACT - A recurring contract for goods or services, usually in effect on a 12-month basis.

AUDITOR - Bexar County Auditor and their designated representatives.

BIDDERS LIST - An automated list of suppliers who have registered through Bexar County's Supplier Portal indicating an interest in submitting bids for particular categories of goods and services.

CHANGE ORDER - A construction contract document that changes the contract by increasing or decreasing the cost or the time for performance or changes the goods or services to be delivered.

COMMISSIONERS COURT - Bexar County Commissioners Court.

COMMODITY CLASS LIST - A means of classifying goods and services with a unique number assigned to each description.

COMPETITIVE BIDDING - Allowing available suppliers compete with each other to provide goods and/or services.

COMPETITIVE PROPOSAL PROCESS – Available suppliers compete with each other to provide goods and services in compliance with TEX. LOC. GOV'T CODE ANN., §262.030.

COMPONENT PURCHASES - Purchasing a series of component parts of goods that normally would have been purchased as a whole.

CONTRACT - A formal, written agreement executed by the County and a vendor containing the terms and conditions under which goods or services are to be furnished to the County and the County's authorized representative commits County funds.

CONTRACT AND DIVERSITY MANAGEMENT SYSTEM (CDMS). The web-based software system is accessible to all Bexar County departments; Small, Minority,

Women, Disabled, Disadvantaged and Veteran Business owners; contractors: and the public. CDMS includes the following key features:

Online Centralized Vendor Registration (CVR)

Enhanced online S/M/W/D/DI/VBE Directory, with key-word search capabilities

Communication with contractors via email, regarding compliance issues

Submission of contractors' monthly utilization reports online, and automated tracking of S/M/W/D/DI/VBE goals

Automatic S/M/W/D/DI/VBE verification of revenues and expenditures

Flexible reporting capabilities

Tracking of Bexar County payment made under each contract

Posting of subcontractor payment and confirmation of receipt

CONTRACT DELIVERY ORDER - Contract Delivery Orders are purchase orders for specific items at specific prices placed with vendors with whom the County has an existing contract.

CONTRACT MANAGEMENT (LANDMARK/RICHCLIENT MODULE)- Contract Management is used to process the creation and management of contracts based on items or services purchased over the lifetime of a contract.

CONTRACTOR - A supplier, which has been awarded a contract by Bexar County.

COUNTY - Bexar County.

CYCLE TIME - The time between when a purchase requisition is assigned to a buyer for action and when an actual purchase order is placed with a vendor. Cycle time does not include the time required for delivery, nor the time it takes for the Purchasing Department to make corrections to the requisition.

DOCUMENTATION – Documentation of efforts to solicit quotes, bids and/or proposals from SMWVBEs shall be part of the procurement record and consist of:

a. SMWVBE listing:

- I. SMWVBE, organizations or associations contacted
- II. Business contact information
- III. Where appropriate, copies of advertisements placed in general circulation media, trade association, publications and/or SMWVBE-focused media

b. Solicitation responses including:

- I. Bids, quotes or proposals received from SMWVBE suppliers/vendors.
- II. Bids, quotes or proposals received from SMWVBE suppliers/vendors through cooperative contracts or informal or formal methods in accordance with Purchasing policies and procedures.
- III. Emails or letters returned as “undeliverable”
- IV. A statement in writing supplied by an SMWVBE or documentation in writing by the staff of a conversation with an SMWVBE indicating why the vendor did not provide a quote, proposal or bid.
- V. Where appropriate, record of negotiations with SMWVBE firms from whom quotes for purchases under the discretionary threshold were received.

EMERGENCY PURCHASE - A purchase that is needed because of an emergency condition as described in TEX. LOC. GOV'T CODE ANN., §262.024(a)(1).

EMPLOYEE - Any County, district or precinct elected official, appointed official, or employee when the purchase will be funded even partially with County funds or anyone who acts on behalf of any of these persons.

SUPPLIER REGISTRATION FORM – Vendors/Suppliers shall complete the on-line Supplier Registration Form capturing business information to include diversity codes.

EVENT- An electronic document (solicitation), such as an invitation for bid (IFB), request for quotes (RFQ) , request for proposal (RFP) or request for qualifications (RFQ), issued by the Purchasing Department. The document contains terms and conditions for a contract and it requests (solicits) a bid or proposal for goods or services needed by the County.

FORMAL COMPETITIVE BIDDING - The bidding process (\$50,000 and above) specified in TEX. LOC. GOV'T CODE ANN., §262.023 which requires approval by the Commissioners Court.

GOODS - Includes any personal property to be purchased by the County, including equipment, supplies, material and component or repair parts.

INVITATION FOR BID or IFB - Specifications and bidding documents requesting pricing for a specified good or service, which has been advertised for bid in a newspaper.

LAWSON PORTAL (S3 MODULE)- Bexar County's Financial Management System, which includes the Purchasing module.

LEASE - A contract for the use of personal property for a period of time in return for a specified compensation.

LOWEST RESPONSIBLE BID - The offer from the responsible bidder who submits the lowest and best bid meeting all requirements of the specifications, terms, and conditions of the invitation for bid. The lowest responsible bid includes any related costs to the county in a total cost concept. The term "responsible" refers to the financial and practical ability of the bidder to perform the contract and takes the vendor's past performance into consideration.

MODIFICATION - A document used to change the terms and/or conditions of a contract.

OFFICIAL - Any elected or appointed official and any person authorized to act on their behalf.

PRE-BID/PROPOSAL CONFERENCE - A conference conducted by the Purchasing Department for the benefit of those wishing to submit a bid or proposal for goods or services required by the County. Held in order to allow bidders/proposers to ask questions about the proposed contract and particularly the contract specifications.

PROPRIETARY INFORMATION - Information in bids or proposals to which Vendor/Suppliers claim ownership or exclusive rights and which is protected from disclosure in the Texas Open Records Act (TEX. LOC. GOV'T CODE ANN., chapter 552).

PUNCHOUT- is a technology designed to facilitate online procurement by simplifying item selection and ordering. Punchout enables a requester to select items for purchase directly from a vendor's website.

PURCHASE ORDER - An order by the Purchasing Department for the purchase of goods and services on the county's standard Purchase Order and which, when accepted by the vendor without qualification becomes a contract. The vendor agrees to deliver and invoice for goods or services specified, and the County commits to accept the goods or services for an agreed upon price.

PURCHASING - The act, function, and responsibility for the acquisition of goods and services including construction and professional/personal services.

PURCHASING ACT - Chapter 262, subchapter C of the Texas Local Government Code, which governs the conduct of purchasing activity for counties.

PURCHASING AGENT -The purchasing agent for the County who reports to the Purchasing Agent Board.

PURCHASING AGENT BOARD - A board composed of three district judges and two county commissioners who are responsible for appointing the Purchasing Agent and approving the Purchasing Department's budget.

PURCHASING AND TRAVEL CARD CARDHOLDER – County personnel who have been issued P and/or T cards and who are authorized to make purchases in accordance with purchasing and travel card procedures.

PROCUREMENT CARD PROGRAM SPECIALIST – Located in the County Purchasing Department and is responsible for processing Cardholder applications and agreements, issuing P and T Cards, providing training to Cardholders, assisting Cardholders with inquires, monitoring P and T Card usage, and revoking Cardholder privileges when necessary.

PURCHASING DEPARTMENT - Bexar County Purchasing Department and staff.

PURCHASING LAWS - The laws that govern county purchasing including the following:

- Purchasing Act, (TEX. LOC. GOV'T CODE ANN., ch. 262, subch. C)
- Public Property Finance Act, (TEX. LOC. GOV'T CODE ANN., ch. 271, subch. A)
- State Contract, (TEX. LOC. GOV'T CODE ANN., sec. 262.002, 271.081-3)
- State Catalogue, (TEX. GOV'T CODE ANN., ch. 2157 in co-ordination with TEX. LOC. GOV'T CODE ANN., ch. 271.081-3)
- Services and Products of Severely Disabled, (TEX. HUM. RES. CODE ANN., sec. 122.014)
- Interlocal Cooperation Agreement, (TEX. GOV'T CODE ANN., ch. 791)
- Prompt Payment Act, (TEX. GOV'T CODE ANN., ch. 2251)
- Bidders from other States and 5% Retainage, (TEX. GOV'T CODE ANN., ch. 2252)
- Public Works Performance and Payment Bonds, (TEX. GOV'T CODE ANN., ch. 2253)
- Professional Services Procurement Act, (TEX. GOV'T CODE ANN., ch. 2254, subch. A)
- Wage Rate for Construction Projects, (TEX. REV. CIV. STAT. ANN., Art. 5159a)
- Sales tax exemption for incorporated purchases (TEX. TAX CODE ANN. § 151.131)
- Worker's Compensation Compliance (Workers Compensation Rule 110.110)

REQUEST FOR PROPOSAL or RFP - A document requesting an offer be made by a vendor, which allows for negotiations after a proposal has been received, but before

award of the contract for goods and services procured in compliance with TEX. LOC. GOV'T CODE ANN., section §262.0295 or §262.030.

REQUEST FOR QUALIFICATIONS or RFQ - A document that requests details about the qualifications of professionals whose services must be obtained in compliance with the Professional Services Procurement Act.

REQUISITION - A request by a department to the Purchasing Department which authorizes the Purchasing Department to enter into a contract with a vendor to purchase goods or services for the county and the Auditor to charge the appropriate department budget. This automated form is for internal use and cannot be used by a department to order materials directly from a vendor.

REVIEWER/APPROVER – The County personnel designated by the Department Head/Elected Official who reviews and approves card transactions and verifies the required documentation.

SEALED BIDS - Competitive bids required to be advertised in a newspaper and submitted to the Purchasing Department in a sealed envelope or electronically.

SEPARATE PURCHASES - Purchases made in a series of separate purchases, goods and services that in normal purchasing practices would have been purchased in one purchase.

SEQUENTIAL PURCHASES - Purchases made over a period of time that in normal purchasing practices would be made as one purchase.

SERVICES - Includes all work or labor performed for the County on an independent contractor basis, including maintenance, construction, manual, clerical, personal or professional services.

SINGLE PURCHASE LIMIT – A dollar amount placed on P and T Cards per transaction as established by the Purchasing Agent and identified in this Manual.

SMWBE - “SMWBE” means those companies with a certification designation from an authorized certification agency as a woman, small or a minority group certification, such as a Historically Underutilized Business (HUB), or Disadvantaged Business Enterprise (DBE), or Minority Business Enterprise (MBE), or Women Owned Business Enterprise (WBE), or Small Business Enterprise (SBE) , or African American Business Enterprise (AABE), or Asian American Business Enterprise (ABE), or Disabled Individual Business Enterprise (DIBE), or Emerging Small Business Enterprise (ESBE), or Hispanic American Business Enterprise (HABE), or Native American Business Enterprise (NABE), or Veteran Business Enterprise (VBE) recognized and approved by Bexar

County Commissioners Court. Bexar County accepts all verifiable certificates from any bona fide certification agency.

“Self Certified” means any Company not certified as a SMWBE. Upon successful completion of a Supplier Registration Form in response to a Bexar County Invitation for Bid (IFB) or Request for Proposal (RFP), Statement of Qualification (SOQ), Quote or a Request for Qualifications (RFQ) and in accordance with Section 9 of Bexar County Administrative Policy 8.0, may be identified as a SMWBE, as defined herein. The Company that is not certified as a SMWBE will be identified in the SMWBE Program Report and will be encouraged to obtain certification to be included in the SMWBE participation report.

SOLE SOURCE GOOD OR SERVICE - A good or service that can be obtained from only one source that is purchased in compliance with TEX. LOC. GOV'T CODE ANN., section §262.024 (a)(7) and (c).

SPECIFICATIONS - A concise description of a good or service that an entity seeks to buy and the requirements the vendor must meet in order to be considered for the award. A specification may include requirements for testing, inspection, or preparing any item for delivery, or preparing or installing it for use. The specification is the total description of the item to be purchased.

STRATEGIC SOURCING (LANDMARK/RICHCLIENT MODULE) - is used to set up, maintain, and analyze bidding events. It is a system for requesting bids, quotes, awarding events, developing bid lists, and maintaining the supplier portal.

SUPPLIER- A business entity or individual that seeks to have a contract to provide goods or services to the County.

SUPPLIER PORTAL- The Supplier Portal application uses a web interface that lets a registered supplier bid on open events, control notification settings, and view their bid history.

USER DEPARTMENT - All county and precinct offices and subdivisions, as well as district offices when the purchases are funded even partially with county funds; the department from whose budget the contract will be paid.

VENDOR - A business entity or individual that has a contract to provide goods or services to the County. Departments shall require Vendors to register with the County through the Supplier Portal module of the County's Financial Management System.

Discretionary Exemption Form

INTEROFFICE MEMORANDUM

MEMO TO: Purchasing Agent

DATE: (Type Date Here)

FROM: (Type Department Representative Name and Title Here)

SUBJECT: Discretionary Exemption for a purchase from (Type Supplier Name Here)

Formal competitive procurements are required for purchases over \$50,000. Purchases of any of the following are exempt from the competitive procurement requirements if the Commissioners Court grant the exemption. The Purchasing Agent grants the exemption to informal competitive procurements for purchases below \$50,000. Please check all applicable blocks below (more than one may apply) and provide an explanation on the following sheet.

The item / service purchased is:

- an item that must be purchased in a case of public calamity if it is necessary to make the purchase promptly to relieve the necessity of the citizens or to preserve the property of the County;
- necessary to preserve or protect the public health or safety of the residents of the County;
- necessary because of unforeseen damage to public property;
- a personal or professional service;
- individual work performed and paid for by the day, as the work progresses, provided that no individual is compensated under this subsection for more than 20 working days in any three month period;
- any land or right of way;
- obtained from only one source, including: items for which competition is precluded because of the existence of patents, copyrights, secret processes, or monopolies, films, manuscripts, or books, electric power, gas, water, and other utility services, or other specialized needs;
- captive replacement parts or components for equipment;
- food (applies only to sealed competitive bidding, must solicit at least three phone quotes);
- personal property sold: at an auction by a state licensed auctioneer, at a going out of business sale or by a political subdivision of the State of Texas, a state agency of the State of Texas, or any entity of the federal government;
- vehicle and equipment repairs;
- the renewal or extension of a lease or of an equipment maintenance agreement if: (1) the lease or agreement has gone through the competitive bidding procedure within the preceding year, (2) the renewal or extension does not exceed one year and (3) the renewal or extension is the first renewal or extension of the lease or agreement.

This item / service:

- does require Commissioner's Court approval.
- does not require Commissioner's Court approval.

Authorized Signature: _____

Discretionary Exemption Explanation:
(Type explanation here)

Please call the Purchasing Department at 210-335-2211 for assistance with this form.

Texas Payment Card Consortium Cardholder Account Form

Information will appear exactly as shown. To ensure accurate and timely processing please type or print clearly.

Applicant: Please complete form and forward to: Chrissy Lopez, Purchasing Department, 210-335-3245

<input type="checkbox"/> New Purchasing Card <input type="checkbox"/> New Travel Card <input type="checkbox"/> Change <i>(Only Complete Fields To Be Changed)</i>		Corp # _____ Cardholder Account _____ - _____ - _____ - _____	
Company Information Required			
Entity Name: _____			
Cardholder Information Required			
Name Line 1 (21 Characters) _____		SSN or Security Identifier # (Required) 900 - 00 - _____	
Name Line 2 (21 Characters) _____		Date Of Birth (Required) ____ - ____ - ____	
Address Line 1 (35 Characters) _____		Mother's Maiden Name Or Password (First 4 Characters Required) _____	
Address Line 2 (35 Characters) _____		Work Phone () _____	
City (23 Characters) _____		State _____	Zip Code _____
Employee E-mail(Optional) _____		Employee ID (Optional) _____	
Reporting Hierarchy Level Numbers (Required for Multi-Level Hierarchies)			
Level 1 _____		Level 2 _____	
Level 3 _____		Level 4 _____	
Cardholder Controls			
Credit Limit (Required) \$ _____	Single Purchase Limit \$ _____		
Transactions Per Day _____	Transactions Per Cycle _____		
Cycle Cash Limit (\$500 Maximum) \$ _____	Request Pin "Yes" or "No" NO		
Merchant Category Code Group (MCC Group Required) <input type="checkbox"/> Other _____ <input checked="" type="checkbox"/> Fraudexcl (E)	<input type="checkbox"/> Include or Exclude		Declining Balance Card <input type="checkbox"/> Yes <input type="checkbox"/> No Effective Date: _____ To: _____
Approval Required			
Prepared By: (Please Print) _____	Signature: _____		Date: _____
Program Administrator: (Please Print) Chrissy Lopez	Signature: _____		Date: _____
Forms may be sent by facsimile transmission to JPMC without hard copy follow up provided, however, that JPMC shall be entitled to rely on any unconfirmed, facsimile transmission made by any person or persons JPMC reasonably believes to be acting on behalf of the Corporation as if such notice had been confirmed and the Corporation hereby indemnifies and holds JPMC harmless from any loss, cost or expense, including reasonable attorney's fees, which JPMC may incur or become liable for as a result of such reliance.			
Bank Use Only			
Account Number _____			
Date: _____		Initials: _____	

**BEXAR COUNTY EMPLOYEE
PURCHASING AND TRAVEL CARD AGREEMENT**

I, _____, (Cardholder) hereby request a Purchasing Card. As Cardholder, I agree to comply with the terms and conditions of the Purchasing Card Guidelines, and all Bexar County policies and procedures governing the purchase of commodities and services. I hereby will agree and comply with to the following statements:

- I acknowledge receipt of said Agreement, confirm that I have read, and understand the terms and conditions set forth in the Bexar County Purchasing Manual.
- I understand that Bexar County is liable to the issuing bank for charges made on the Purchasing Card issued in my name.
- I understand that the burden of proof will be upon me to show that the items purchased were made in compliance with the policies and procedures as set forth in the Bexar County Purchasing Manual.
- I understand that purchases made in violation of the policies and procedures as set forth in the Bexar County Purchasing Manual will subject me to liability for the total dollar amount of such unauthorized purchases and any administrative cost associated with the unauthorized purchases.
- I understand I may be liable to refund Bexar County the purchases up to and including payroll deduction of the unauthorized purchases.
- I agree to use the Purchasing Card for Bexar County approved purchases only and agree not to use said Purchasing Card to charge personal purchases.
- I understand that Bexar County will audit the use of this card and may report any discrepancies.
- I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment in accordance with Administrative Policy 8.3, Temporary Chapter IX Discipline and Conduct Section 5, 9.15 and Chapter 735 Appendix A. No. 1.
- I agree to return the Purchasing Card immediately upon termination of my employment (including retirement).
- I understand that Bexar County may limit the Purchasing Card privileges granted to me or terminate my right to use the Purchasing Card at any time and without cause.

Cardholder Signature/Date	Cardholder Department
<u>Reviewer/Approver</u>	
Reviewer/Approver Name	Reviewer/Approver Signature/Date
<u>Department Head/Elected Official</u>	
Department Head/Elected Official Name	Department Head/Elected Official Signature/Date
<u>For Purchasing Card Program Specialist Use Only</u>	
Purchasing Card Account Number	Date
Purchasing Card Program Specialist	Date

Bexar County Reconciliation Report

Department or Office	Location of Asset(s) - Floor/Room #:
Location (Building/Street Address)	Person(s) Responsible for Asset(s)
Sheriff/LE Report? <input type="checkbox"/> Yes <input type="checkbox"/> No	Sheriff/LE Report #
Estimated Value at Date of Loss	Purchase Date (if known)
Bexar County Tag Number for Each Asset	Description of Asset(s)
Serial Number(s)	Last Seen

Report Loss Description in Detail

Use reverse of this form if additional space is needed or additional attachments.
Indicate if attachments are included and be sure to include what security measures were in place.

Please check one box. If applicable, indicate "Unable to Determine" here: _____

____ Investigation of the circumstances surrounding the disappearance of the County property listed herein indicates reasonable cause to believe that the loss, destruction, or damage to this property was through the negligence of the person(s) charged with the care and custody of this property

____ Investigation of the circumstances surrounding the disappearance of the County property listed herein indicates that the person(s) charged with the care and custody of this property was (were) not negligent

This form should be signed and dated by the Appointed/Elected Official or Department Head

Printed Name and Title: _____

Signature _____ Date _____

Fill out this form in triplicate and 1) forward a copy to the Auditor (along with a copy of the Sheriff/LE Report if the asset is stolen), 2) forward the original copy to the Purchasing Department (along with a copy of the Sheriff/LE Report if the asset is stolen), 3) retain a copy for your files.

SMWBE Program Forms

Departments shall include the language and SMWBE Forms regarding subcontractors, sub consultants and sub suppliers in all advertisements, pre-bids and contracts awarded.

IFB, RFP, RFQ, SOQ, and all level contracts language for County SMWVBE Requirement

Bexar County is committed to increasing the involvement of Small, Minority, Women, and Veteran Owned Business Enterprises (SMWVBE) in its procurement process. Similarly, the County promotes SMWVBE participation in its Tax Phase-in Program to support the growth and diversity of a regional economy.

The Commissioners Court established as a targeted goal that a minimum of 20% of all procurement dollars in the areas of Commodities, Equipment, Services, Maintenance, Professional Services and Construction are spent with minority and women-owned business enterprises, and/or a minimum of 30% of those procurement dollars are spent with small business enterprises. Expenditures with a Minority, Women or Veteran Owned Business Enterprise (MWVBE) that is also a Small Business Enterprise (SBE) will be counted in both categories.

SMWVBE participation is highly encouraged. However the targeted goals are not included in the evaluation of bids or proposals for awards.

SMWVBE for the purpose of this policy are companies with a certification designation from an authorized certification agency as a woman, small, Veteran or minority group certification, such as Historically Underutilized Business (HUB), or Disadvantaged Business Enterprise (DBE), or Minority Business Enterprise (MBE), or Women Owned Business Enterprise (WBE), Veteran Business Enterprise (VBE) or Small Business Enterprise (SBE) recognized and approved by Bexar County Commissioners Court. Bexar County accepts all verifiable certificates from any bona fide certification agency.

Certification means a designation as a HUB, DBE, SBE, MBE, VBE or WBE awarded by any authorized agency that a company is a for-profit independent operating business that is at least 51% owned operated and controlled by minority person(s) and/or a woman. The ownership by minorities and women must be real and substantial.

Auditing and Compliance: All vendors receiving awards for Goods, Commodities, Services, Construction or Professional Services must provide ownership and amount information for all subcontractors, sub suppliers, and sub consultants to be engaged before or during the term of award.

During the term of the contract, the awarded contractor must submit accurate progress payment information, to include payments made to its Subcontractor(s), Sub Supplier (s) or Sub Consultant(s), with each invoice submitted to the County for payment.

In addition, the Contractor and its Subcontractor(s) Sub Supplier(s) or Sub Consultant(s) must utilize the contract management software Contract and Diversity Management System (CDMS) (procured by Bexar County and available at <https://bexar.smwbe.com/>) to report all payments made and received. Payments shall be audited at least monthly for participation and accuracy by County staff or a designated representative of the County. All such related source documents upon which payment is based shall be made a matter of record.

The contract and Diversity Management System (CDMS) is a web-based paperless system that Prime vendors shall use to report subcontracting, sub supplier or sub consultant payments made to SMWVBEs for any subcontracting, sub-suppliers, sub-consultant performance.

The SMWVBE Program staff will verify payments and seek to resolve any disputes. Staff provides training and education for all prime and sub vendors.

This Document Must be Submitted with your Bid/Proposal.

