TITLE: Prevention of Unnecessary & Duplicative Purchases - Procurement Policy

Approved by: Auditor Civil Legal

County Administrator
Purchasing Agent

Date Approved

Effective Date:

Commissioner's Court Date Approved:

2/5/19

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I. PURPOSE

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

II. SCOPE

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

III. RESPONSIBILITY

Project Engineer

IV. GENERAL

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

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

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

PROJECT NAME: BID #: CONTRACT #: PROJECT ENGINEER COMPANY NAM		
PROJECT ENGINEER COMPANY NAM	TE:	
As is required by the Federal Regu Government-wide verification of no certifies, to the best of his or her knowl	Unnecessary and/or Duplicative	Order 2 Code CFR Part 200, purchases, Project Engineer
Two Step Verification/Certification:	A) At preparation of bid quantities to procure; andB) At preparation of bid tabulation and bid recommendation.	
Step A: After review/analysis of this interested bidders no Unnecessary or I	Bid package as prepared and to be Duplicative items were found in the	e released (solicitation) to all bid request;
PROJECT ENGINEER AUTHORIZED SI	GNER:	
PRINT NAME(signer):	SIGNATURE:	DATE:
Step B: After review/analysis of the duplicative items were found;	e recommended Bid package fo	r award no unnecessary or
PROJECT ENGINEER AUTHORIZED SIG	GNER:	
PRINT NAME(signer):	SIGNATURE:	DATE:
RECOMMENDED BIDDER AUTHORIZE	ED SIGNER:	
PRINT NAME(signer):	SIGNATURE:	DATE: