

<b>TITLE: Prevention of Unnecessary &amp; Duplicative Purchases - Procurement Policy</b>		Approved by: Auditor Civil Legal
		County Administrator Purchasing Agent <i>AL</i>
		Date Approved <i>2/5/19</i>
Effective Date: <i>2/5/19</i>	Commissioner's Court Date Approved: <i>2/5/19</i>	Page No: 1 of 1

**I. PURPOSE**

To ensure that any and all purchases using all State or Federal Grants and all Funds associated including Funds pursuant 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 pursuant 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 pursuant 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 Affidavit 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).

