

## Executive Committee Special Meeting Agenda

Thursday November 16<sup>th</sup>, 2023, at 12:00 p.m.

**The Benjamin**

**20 West Lane,**

**Ridgefield, CT 06877**

**Zoom Meeting:**

**<https://us02web.zoom.us/j/88222966740>**

**Meeting ID: 882 2296 6740**

Executive Committee Meeting call to order: Hon. Rudy Marconi, Chairman

### ACTION ITEMS:

1. Policy:
  - a. Procurement Policy
  - b. DBE Policy
  
2. Adjournment

*ENGLISH: For language assistance or other accommodations, contact Western Connecticut Council of Governments at least five business days prior to the meeting at [help@westcog.org](mailto:help@westcog.org). ESPAÑOL: Para asistencia con el idioma y otras adaptaciones, por favor póngase en contacto con WestCOG por lo menos cinco días hábiles antes de la reunión al [help@westcog.org](mailto:help@westcog.org). PORTUGUÊS: Para obter assistência língua ou outras acomodações, entre em contato com WestCOG pelo menos cinco dias úteis antes da reunião em [help@westcog.org](mailto:help@westcog.org). FRANÇAIS: Pour obtenir de l'aide linguistique ou d'autres mesures d'adaptation, contactez WestCOG au moins cinq jours ouvrables avant la réunion à [help@westcog.org](mailto:help@westcog.org). POLSKI: W przypadku pomocy językowej lub innej pomocy, skontaktuj się z WestCOG co najmniej pięć dni roboczych przed wydarzeniem w [help@westcog.org](mailto:help@westcog.org).*

## Western Connecticut Council of Governments

1. **Purpose** This policy establishes the standards for the procurement of goods and services to ensure responsible stewardship of public funds, adherence to fair business practices, and procurement of the best possible value.
2. **Scope** This policy applies to all procurement activities conducted by the Western Connecticut Council of Governments.

### 3. Exceptions and Supersession

- *Incidental Expenses*: Expenses up to \$250 may be incurred without adhering to the above methods.
- *Travel*: Employee travel is covered by a separate policy.
- *Conflicts with law, regulation, or contract*: Where applicable law or regulation, or the conditions of a funding source, conflict with this policy and/or impose additional requirements, such conditions and requirements shall prevail.

### 4. Principles

- **Transparency**: All procurement processes will be conducted in an open manner where decisions and criteria are clearly communicated.
- **Accountability**: Officials are accountable for the decisions they make and must ensure procurement is conducted in accordance with this policy.
- **Value for Money**: Procurements should achieve the best value for expenditures.
- **Equality**: All qualified vendors have an equal opportunity to compete for business.

### 5. Thresholds & Methods

- *Micro-Purchases (up to \$2,500)*: May be conducted without soliciting competitive quotations if the prices are considered reasonable.
- *Small Purchases (\$2,501 - \$50,000)*: Require at least three written quotes from qualified vendors.
- *Requests for Proposals (RFPs) (above \$50,000)*: Used when factors other than price are considered and published for a minimum of 30 days.

### 6. Procurement Process

- Determine the need and budget for the procurement.
- Select the appropriate procurement method based on the thresholds.
- Solicit bids or proposals through the chosen method.
- Evaluate submissions based on predetermined criteria.
- Award the contract to the qualified bidder who offers the best value.

### 7. Ethical Considerations

- Avoid conflicts of interest.
- Gifts from vendors must not influence procurement decisions.
- Maintain confidentiality during the procurement process.

**8. Environmental and Social Responsibility**

- Encourage procurement of environmentally friendly products.
- Consider the social impact of procurement decisions.

**9. Review and Adaptation of Policy**

- This policy shall be reviewed biennially.
- The policy may be amended to adapt to new regulations or market conditions.

**10. Authority and Compliance**

- The Procurement Officer has the authority to conduct procurement within the outlined framework.
- Non-compliance with this policy may result in disciplinary action and revocation of procurement privileges.

## Western Connecticut Council of Governments

### Disadvantaged Business Enterprise (DBE) Participation Policy

**I. Policy Statement** The Western Connecticut Council of Governments actively supports the involvement of Disadvantaged Business Enterprises (DBEs) from national and state lists in our contracting opportunities. This policy promotes DBE inclusion on a voluntary basis for all projects, while requiring it only when stipulated by grant funding conditions.

**II. Scope** This policy governs all contracting activities of the Western Connecticut Council of Governments, encouraging voluntary DBE participation, and mandating it when specified by grant funding agreements.

### III. Objectives

- To incentivize the voluntary inclusion of nationally and state-listed DBEs in contracts and subcontracts.
- To streamline a DBE policy that reflects grant funding requirements while promoting broader DBE engagement.

**IV. Definitions** A Disadvantaged Business Enterprise is a for-profit small business that is at least 51% owned by socially and economically disadvantaged individuals, as recognized on national and state DBE lists.

### V. Procedures

#### 1. Identification of DBE Opportunities:

- Project solicitations will indicate when DBE participation is a funding requirement and will also encourage voluntary participation.

#### 2. DBE Solicitation and Participation:

- Bid documents will invite bidders to disclose any voluntary DBE participation, even when not required by grant conditions.
- Bidders are encouraged to engage nationally and state-listed DBEs and to document such participation in their bids.

#### 3. Contract Award Process:

- Contract awards will consider the extent of voluntary DBE participation as a positive factor, alongside price and responsiveness.
- In cases of mandatory DBE involvement, the award will go to the bidder who fulfills the DBE criteria outlined by the grant.

#### 4. **Monitoring and Documentation:**

- All contracts will include provisions for reporting DBE participation, both mandatory and voluntary, to capture the full extent of DBE engagement.
- The Western Connecticut Council of Governments will maintain records of DBE participation to monitor progress and inform future policy directions.

#### **VI. Flexibility and Encouragement**

- This policy is designed to maximize efficiency by leveraging established DBE lists, and to foster a culture of inclusion by recognizing voluntary DBE engagement in our projects.

**VII. Enforcement** Adherence to this policy is expected. Non-compliance, when DBE participation is a condition of funding, will result in appropriate actions. Voluntary DBE participation will be acknowledged and may be considered in future contracting opportunities.

**VIII. Amendments** This policy remains subject to amendments that may arise from changes in federal, state, and local regulations, ensuring the Western Connecticut Council of Government's ongoing commitment to DBE inclusion.