

requirements for the material, product, or service to be procured, the requirements the bidder must fulfill, factors to be used in evaluating bids or proposals, a description, when practical, of technical requirements in terms of functions to be performed, and the specific features of "brand name or equal" descriptions that the bidders are required to meet. The request for proposals will be published in at least two newspapers which will include significant evaluation factors including price and cost, technical evaluation, determination of responsible bidders and selection of the contract. Efforts will be made to utilize small businesses, minority-owned businesses, and women's business enterprises. The award will be made to the responsive bidder whose proposal is most advantageous to the agency with all factors considered.

Non-competitive negotiation through solicitation of proposal from only one source, or after solicitation of a number of sources, competition is determined inadequate. Non-competitive negotiation may be used when the award of a contract is feasible under small purchase, competitive bidding (formal advertising) or competitive negotiation procedures. Circumstances under which a contract may be awarded by non-competitive negotiation are limited to items or services that is available from one single source, a public emergency, when the urgency for the requirement will not permit a delay incident to competitive solicitation, the Administration on Aging authorizes non-competitive negotiations or after solicitation of a number of sources, competition is determined inadequate.

No officer, employee, or his/her partner, immediate family or agent of this agency will participate in the selection, awarding or administration of a contract, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise if the officer, employee, agent or an organization which employs, or is about to employ, any of these persons has a financial or other interest in the firm selected for the award. To the extent permissible under state or local laws, rules, and regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such code of standards of conduct.

Generally, it is the policy of this agency the employees or officers of this agency will not solicit or accept gratuities, favors or anything of monetary value from clients, contractors or potential contractors. If any employee or officer does not comply with this code of conduct, disciplinary action shall be taken in accordance with this agency's disciplinary policies. All purchases of goods and services will be authorized by the public health administrator, director of support services or director of community nursing. They will take all reasonable steps to ensure that all purchases are necessary, not duplicative and purchased with propriety.

If a capital item in excess of \$600,000 would be anticipated, a capital expenditure plan will be used to identify in detail the anticipated sources of financing. If the financing source of any capital project includes federal funds, the agency will demonstrate compliance with all applicable regulations.

Effective 09-21-98	Reviewed 10-99 11-02 11-00 11-03 11-04 11-05 11-06 11-07 11-08 11-09 11-10 11-11 10-12	Revised 10-01 03-02
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