



Organization Policy Standard Operating Procedures

Topic: Procurement

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New

Revised

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Overview

The overriding goal of Worksystems’ Procurement Policy and Standard Operating Procedures is to promote full and open competition in all purchases, and ensure that:

- All goods and services are acquired in a cost-effective manner.
- Contracts are established with legitimate parties that have demonstrated an ability to perform in a responsible and responsive manner.
- There is a review process in place to avoid purchases of unnecessary or duplicate items, including analysis of lease versus purchase options.
- Purchasing processes comply with the provisions of Federal, State, and Local laws, rules, and regulations.

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Code of Conduct

Worksystems’ Code of Conduct policy applies to all activities and transactions conducted under these policies.

Excluded Items

Purchase of the following items are excluded from this procurement policy:

- On-the-Job Training (OJT) Contracts.
- Customized Training Contracts.
- Training provided by Eligible Training Providers.
- Administrative Costs (as outlined below).
- Items included in Worksystems’ Travel Policy.

Procurement Levels

Worksystems separates procurement actions into three levels. Procurement may not be artificially divided or fragmented to avoid open and free competition or compliance with these policies. *When additional purchases of the same or similar product or service within one program year create an aggregate purchase in excess of the next Procurement Level, the purchase must be re-procured using the appropriate procurement level standard.*

Level 1 – Purchases of up to \$10,000

Purchases of up to \$10,000 fall under the Uniform Guidance definition of a Micro-purchase (2 CFR 200.320 (1)). Written documentation of solicitation or quotes for items costing \$10,000 or less is not required. Comparison shopping is required. Economy, efficiency, reasonable price, and experience must be considered in all purchasing decisions. To the extent practical, Worksystems staff must distribute Level 1 purchases equitably among qualified suppliers. A *Purchase Request Form* is required for any purchase of \$1,000 or more.

Level 2 – Purchases greater than \$10,000 but less than \$250,000

Purchases greater than \$10,000 but less than \$250,000 fall under the Uniform Guidance definition of Simplified Acquisitions (2 CFR 200.320 (2)). These purchases require three quotes dated within 12 months of the purchase. Compliance and Procurement Manager approval is required when fewer than three quotes are used to make a procurement decision, or if quotes are older than 12 months. Quotes are documented utilizing the *Quotes Documentation Form*. A *Purchase Request Form* and a *Cost or Price Analysis Form* are also required. When it is in the best interest of Worksystems, a negotiated procurement may be used for Level 2 purchases.

Level 3 – Purchases \$250,000 or more

A negotiated procurement is required. Procurement actions are valid for a period of five years, unless otherwise specified or defined by law or regulation; for example, the One Stop Operator and WIOA Youth must be procured every four years by law. A *Purchase Request Form* and a *Cost or Price Analysis Form* are required

Purchase Authorization

All purchases of \$1,000 or more, except for common office supplies purchased through an established agreement, require authorization as established by Worksystems Signature Authority. The *Purchase Request Form* is the documentation of purchase authorization. **The *Purchase Request Form* is the first step required in initiating a purchase (including Contracts) over \$1,000.** See below in the *Standard Operating Procedures* section for the procedures of a *Purchase Request Form*.

The purpose of the *Purchase Request Form* is to ensure:

- ***Allowability***: Ensures the purchase has been determined to be not only necessary to accomplish the goals of the grant(s) to which it is being charged, but also that the purchase is allowed by the funding source.
- ***Budget***: Ensures a determination has been made that the Worksystems' budget supports the purchase prior to spending staff time on the purchase process, and that the funds are earmarked as being considered for obligation.



Cost Analyses and Price Analyses

Worksystems requires a documented price or cost analysis be performed in connection with every purchase of \$10,000 or more (Level 2 and Level 3), including for Contract modifications that add \$10,000 or more of funding. The cost or price analysis must clearly document how the cost incurred is necessary, reasonable, allowable, and allocable to the appropriate funding source(s). See below in the *Standard Operating Procedures* section for the procedures of a *Cost and Price Analysis Form*.

- A price analysis is completed when the price or rate can be compared in the commercial market to determine reasonableness. Price analyses are typically completed for Professional Services Agreements or vendor agreements and are completed on the *Price Analysis Form*.
- A cost analysis is completed for the purchase of services where various elements of cost are reviewed such as personnel and operating costs. Cost analyses are typically completed for Subrecipient agreements and are documented on the Cost Analysis Tab of the Budget Narrative Workbook

Negotiated Procurement

A negotiated procurement is a public process that solicits proposals from potential Contractors and utilizes a formal evaluation and selection process.

Bidder's Conference

When it is determined that it would be helpful for outreach to potential applicants or to seek input from community sources, including organizations that might ultimately submit a proposal, a conference may be held prior to a release to describe the project and seek feedback on the draft solicitation. Changes and clarifications to the solicitation may be made based on the feedback. Participation in the conference does not preclude any organization from submitting a proposal once the public process begins. Bidder's Conferences are not required for a negotiated procurement.

Separation of Duties

Worksystems staff who develop the solicitation and/or will be the ultimate Contract Manager for the selected proposal(s) may not manage the negotiated procurement process. They may be one of a panel of reviewers but may not be the sole reviewer and may not be the final decision maker in the selection. Additionally, they may not accept incoming proposals on behalf of Worksystems, distribute proposals to review panelists, collect panelist evaluations, or submit the recommendation to the final decision authority.

Potential Contractors that develop or draft specifications, requirements, Statements of Work, or invitations for bids are excluded from competing on any procurement.

Solicitation Public Notice

A public announcement of the availability of the solicitation is made in a manner that reaches a broad range of potential respondents, including small, minority, and women-owned businesses. The announcement will include a brief description of the purchase and directions to access the full solicitation. Posting on Worksystems' website meets the minimum public notice standard; however additional outreach should occur, including email notices to



individuals and organizations that have expressed interest in Worksystems' procurement activities and publishing in local newspapers (including the news agencies' websites) and community websites.

Solicitation

All solicitations for goods or services will be open for at least 30 calendar days. The solicitation document will include these components:

- A clear and accurate description of the project's Statement of Work or product technical specifications.
- Contract term, including all available extensions. This timeframe must align with the Contract language and may not exceed the limitations set out in this policy or in related law or regulation for the services being procured.
- Definition of required deliverables and/or measures of performance.
- Description of the evaluation criteria and selection process.
- Worksystems standard Administrative Details.
- Response requirements, including evaluation scoring detail.

Evaluation

All negotiated procurement responses will be evaluated against the criteria identified in the solicitation. When appropriate, evaluation committees may include community or Workforce Development Board representation. Evaluators must attest they have no conflict of interest as defined in Worksystems' Code of Conduct policy before evaluating the submissions.

Selection

Award(s) will be made to the respondent(s) whose proposal is determined to be most advantageous to Worksystems and possesses the best potential to perform successfully. When selecting the respondent, consider the following factors of the respondent: integrity, compliance with public policy, record of past performance, and financial stability. The selection will be based on a comparative assessment of proposals against all evaluation criteria in the solicitation. Any and all responses may be rejected when it is in Worksystems' interest to do so. Whenever possible, Worksystems will contract with small, minority-owned, and/or women-owned business enterprises. Award and regret notifications to the respondents will be made by the Contracts and Procurement Specialist or a designee.

Appeal Process

All negotiated procurements will include an appeal process with associated communication channels and timelines for review and decision. Worksystems' appeal process is:

- The appeal must relate to what the respondent considers a flaw in the Evaluation Committee's process and must be a violation of the process established for the solicitation.
- All appeals are public information.
- The organization/individual filing the appeal must specify the basis of the appeal and provide an alternative the appellant would find acceptable. Proposal rating scores may not be appealed. The fact that a proposal was not recommended for funding is not open to an appeal, nor is a complaint about the amount of funding granted.



- Appeals will be accepted for three (3) business days following award notification(s). The Worksystems' Executive Director or designee will review the appeal and issue a written response that is the complete and final answer.

No Contract(s) can be awarded until any appeals are resolved.

Failed Procurement

A failed procurement occurs after a negotiated procurement solicitation results in **no** qualified responses. When there are no qualified responses, a failed procurement may result in a Sole Source purchase when a review of the market has determined that the scope of the outreach, solicitation, and expense of announcement was appropriate. The detailed market review is to be documented for the procurement file. A failed procurement does not occur when there is only one qualified response.

Sole Source Purchases

A Sole Source purchase is the procurement that results from a from a single source. Sole Source purchases may only be considered when it has been determined that competition is not feasible because one or more of the following circumstances apply:

- Failed Procurement
- The item or service is available from only one source.
- Public exigency exists and a negotiated procurement would take too long to reduce or remove the danger.
- The awarding agency provides written authorization for the specific noncompetitive procurement.

Sole Source purchasing is to be minimized. When used, the Sole Source purchase must be documented as having met the requirements of this policy utilizing the *Sole Source Purchase Justification Form*. A *Cost or Price Analysis Form* is also required.

Sole Source Contracts will be written for up to one year and will be reviewed and evaluated to ensure the sole source circumstances continue to apply before an extension or renewal will be granted. Sole Source Contracts may not have multiple-year extensions written into the agreement. Any Contract extensions must re-document the application of the Sole Source circumstances outlined above.

All Sole Source purchases must be approved by the Worksystems' Executive Director or designee.

Subawards

When the grant, law or regulations do not require Subrecipient awards be competitively procured and Worksystems is the pass-through entity for the funds, Worksystems may choose to subaward Subrecipient agreements where a defined program outline or Statement of Work has been developed and clearly shows at least one of the following:

- The Subrecipient determines who is eligible to receive services paid for with the grant resources.
- Performance will be measured based on whether the grant objectives are met.



- The Subrecipient has responsibility for programmatic decision making, is responsible for adhering to applicable grant program requirements and uses grant resources to carry out a program for a public purpose.

Worksystems' Code of Conduct and Separation of Duties policies apply to a Subrecipient selection. In making subaward decisions and selections, the following risk assessment elements must be considered and documented:

- The Subrecipient has a record of acceptable performance relative to similar projects funded by Worksystems or by other pass-through entities or jurisdictions.
- A budget narrative is developed that can be analyzed to determine that costs are reasonable, allowable, and necessary to achieve the program outcomes.
- Audit and monitoring results for the previous two years are reviewed to determine and assure that the organization has a past record of compliance and has no outstanding Findings that would prevent them from performing under a Worksystems' subaward.

Subawards are documented utilizing the *Subrecipient Award Justification Form*.

For Profit Subrecipient

Where a subaward is made to a for-profit entity, the profit amount must be negotiated as a separate cost element in excess of actual costs and must be based on meeting or exceeding related, identified performance goals. The profit payment may be paid on a schedule separate from the cost reimbursement payments (e.g., quarterly, semi-annual, or annual). The Federal Acquisition Regulations (FAR) suggest that negotiated profit should be less than 10 percent of the costs. The funding source grant agreement for the project must also be reviewed to ensure there are not profit limitations set by the funding agency. In negotiating the profit, consideration must be given to:

- The complexity of the work being performed.
- The risk borne by the subrecipient.
- The subrecipient investment in the project.
- Amount of the award and the subrecipient's past performance.
- Industry profit rate in the surrounding area for similar work.

Lease versus Purchase Analysis

Where applicable an analysis will be made of lease versus purchase alternatives to determine which would be most beneficial, economical, and practical for Worksystems, the program, and the funding source. Capital leases (lease-to-own) are treated as capital equipment and must have documented pre-authorization from the applicable funding source prior to execution of the Agreement if pre-authorization is required from the funder.

Capital Equipment

Capital equipment is defined as tangible property having a useful life of more than one year and a per-unit cost of \$10,000 or more. A purchase must be identified as capital equipment at the time the *Purchase Request Form* is executed. When pre-authorization is required by the funder, documentation from the applicable funding source must be secured before the purchase process may begin.

Computing devices (desk top hard drives, keyboards, tablets, screens) that cost less than \$10,000 are considered supplies, not equipment, and must follow the appropriate procurement level requirements based on the total purchase amount.

Cooperative Purchases

Cooperative purchases involve the collective solicitation and purchase of common goods or services by multiple entities through a shared procurement process. When Worksystems engages in a cooperative purchase, the procurement process must meet the standards set out in this policy.

Administrative Costs

Except for Audit Services, Administrative costs as defined by the Workforce Innovation and Opportunity Act (WIOA) are excluded from this procurement policy, including costs associated with performing the following functions:

- Accounting, budgeting, financial, and cash management
- Procurement and purchasing
- Property management
- Personnel management and payroll
- General legal services
- Developing systems and procedures for administrative functions
- Costs of goods and services required for administrative functions, such as:
 - Rental or purchase of equipment
 - Utilities
 - Office supplies
 - Postage
 - Rental and maintenance of office space <https://d2leuf3vilid4d.cloudfront.net/-/media/1B331DB70EBC4E61AEACF8F88F18F438.ashx?rev=83B5BD892BE761492967214BDAD32802>
 - Travel costs for official business related to administrative activities
- Costs of information systems related to administrative functions, including:
 - Personnel, procurement, purchasing, property management, accounting, and payroll systems
 - Purchase, development, and operating costs of such systems

Business Type Consideration

Affirmative steps are to be taken to include the following business types in all procurements, such as including these businesses on solicitation lists:

- Small Businesses
- Minority-Owned Businesses
- Women-Owned Businesses
- Businesses located in Labor Surplus Areas

Staff are required to determine if a prospective contractor or vendor is designated as one of these business types. Where it is economically feasible staff may divide total requirements into smaller tasks or establish delivery schedules to qualify smaller businesses. Where all elements of a quote or proposal are equal, the award should be affirmatively directed to a business that is certified small, minority- or women-owned.

Procurement Records

Documentation must be maintained that supports procurement as outlined in this policy. The Contracts and Procurement Specialist or a designee will manage the documentation and maintain the records in Worksystems files.

Procurement Documentation

- Signed *Purchase Request Form*.
- Solicitation and scope of the procurement announcement and copies of the responses, or copies of the quotes secured (depending on the process used for the procurement).
- Basis for Contractor selection including, when applicable, signed evaluation scoring forms.
- Selection explanation when an award is made under a failed procurement or sole source purchase. Sole source purchases require a *Sole Source Purchase Justification Form*.
- *Quotes Documentation Form* (Level 2 purchases only).
- *Cost or Price Analysis Form* (Level 2 and Level 3 purchases only).

Subaward documentation

- Signed *Purchase Request Form*.
- Program outline or Statement of Work used to determine subaward is allowable and warranted.
- Basis for Subrecipient selection including past performance review, budget narrative and previous two years' audit and monitoring reports that show no Findings that would preclude the Subrecipient from performing under Worksystems' subaward.
- *Subrecipient Award Justification Form*.
- *Cost or Price Analysis Form*.



Contract Agreements

Worksystems' Compliance and Procurement Manager or Contracts and Procurement Specialist will determine the most appropriate type of Contract agreement to be used based on the type and scope of the purchase and relationship with the Contractor. Contract types include cost reimbursement, firm fixed unit price, time-and-material, and subrecipient versus vendor. A Contract term under a Level 3 Negotiated Procurement, including all approved extensions or renewals, cannot exceed five (5) years, with the exception of the One Stop Operator and WIOA Youth programs, which cannot exceed four (4) years. Extensions or renewals may be granted if performance has been met or if Contractor is receiving Technical Assistance or Corrective Action and demonstrating improvement in meeting performance. New budgets and performance will be negotiated for each extension or renewal year.

Worksystems may not enter into a Contract agreement with any entity that has been debarred, suspended, or otherwise excluded from or made ineligible for participation in Federal programs/activities.

Contract agreements will have provisions that characterize a sound and complete agreement. All Contract agreements will contain appropriate certifications, assurances, clauses, and conditions as required by applicable federal, state, and local laws and regulations and the funding source(s).

All agreements with state or local governments will be cost reimbursement Contracts. If a fixed-price agreement with a non-profit agency results in revenues in excess of actual costs incurred, the excess revenues are program income; any such fixed-price agreement will reference this requirement.

Contract Effective Dates

Contracts issued as a result of procurement activities will not have a Contract term start date earlier than:

- The grant/funding effective date.
- The date of the documented procurement decision.

Standard Operating Procedures

Purchase Request Form

A *Purchase Request Form* is required for initiating a purchase of goods or services that:

- Totals \$1,000 or more.
- Modifies an existing Contract by adding, changing, or deobligating funds.
- Are not travel expenses.

The *Purchase Request Form* requires signatures from the staff person making the request and the Manager, with ultimate project oversight responsibilities. These signatures attest that, to the best of the requesting staff and Manager's knowledge, the purchase is necessary to the work of the grant to which it will be charged and is an allowable use of those funds. The Manager also attests that:

- The appropriate procurement process has been or will be followed based on these policies.
- Appropriate funder approval has been secured, if necessary.



- A purchase versus lease analysis has been completed, if required.

The signed *Purchase Request Form* is submitted to the Contracts and Procurement Specialist to facilitate the administrative review.

- The *Purchase Request Form* will be assigned a number and entered into the fiscal system.
- A determination will be made as to the procurement requirements.
- The Worksystems budget will be reviewed, and funds earmarked for obligation based on the information provided; this action will be documented with a fiscal staff signature in the "Funds available; Fiscal review by:" section.
- Once all sections have been completed and it is determined that a purchase may proceed, the Purchase Authorization is completed with the signature of one of the Purchase Authorization signers from the Signature Authority.
- The signatures of the requester, Manager, and fiscal are attestations that the purchase is allowable and there are funds available to pay.
- The signed *Purchase Request Form* is saved in the Approved Purchase Requests folder and returned to the requesting staff.

Quotes Documentation Form

The *Quotes Documentation Form* is required for all Level 2 purchases. The form and related backup are required to be submitted at the same time as the *Purchase Request Form*.

Price Analysis Form

A price analysis can be accomplished in a variety of ways, including the comparison of price quotations submitted or a review of market prices (taking into consideration any applicable discounts). Price analyses are usually used when reviewing quotes and proposals from vendors for products or services that have a competitive market that is easily verified.

To complete a price analysis, use one of the following techniques as applicable and appropriate and document the review using the *Price Analysis Form*:

- Compare the rates or prices secured to one another.
- Compare proposed rates or prices with rates or prices under active Contract and/or with rates or prices proposed in the recent past for the same or similar items or services. Be sure to factor in any market changes (e.g., product price changes) or other influences (e.g., inflation).
- Use measures such as dollars per pound, per square foot, per hour, etc., to compare prices and identify significant inconsistencies that warrant additional pricing inquiry.
- Compare competitor price lists, published catalog or market prices of commodities and products, similar indices and discount or rebate arrangements.



Cost Analysis Form

A cost analysis reviews and evaluates the elements of cost of the project to determine if they are necessary, reasonable, allocable, and allowable. Cost analyses are performed on budgets developed with identified elements of cost and a Statement of Work that describes the program or project.

A budget narrative is required for all new and renewing cost-reimbursement Contracts. The Budget Narrative Workbook provides details necessary to evaluate the individual items of cost and their relationship to the project and requires the Contractor to provide justification of the costs when completing the workbook.

When completing the Cost Analysis Form, the staff reviewer and Manager signature is an attestation of the review and conclusions noted on the form, including the analysis of the Statement of Work as required. The Compliance Review signature is the Compliance and Procurement Manager or the Chief Operating Officer and indicates that all required documentation is attached, the review draws a reasonable conclusion based on the information attached and follows Worksystems policies and procedures.

To begin a cost analysis, verify the accuracy of the cost information submitted and evaluate based on:

- **Necessity**. Staff with an understanding of the program services should review the proposed direct cost elements to determine their necessity to perform the scope of work. A cost may be allowable under the cost principles and reasonable in amount, but still not be necessary to achieve the specific Contract outcomes.
- **Allowable**. The applicable cost principles and Grant Agreement will provide guidance as to whether a type of cost is allowable or not. If the reviewer is unsure of the allowability of a proposed cost, Fiscal staff can provide assistance in reviewing the appropriate cost principles for guidance.
- **Allocable**. This means that the costs are logically related to or required in the performance of the work. The costs provide a benefit to the program and can be distributed to the program in reasonable proportion to the benefit received.
- **Reasonableness**. This term is defined as what a prudent person would pay in a competitive marketplace. A cost can be allowable and allocable, and still not be what a prudent person would pay for a similar good or service.

When conducting the review, proposed costs may be compared with:

- Actual costs previously incurred by the same Contractor for the same or similar work. If it is a repetitive type of work or service, how much has it cost in the past? Apply any appropriate inflation factors to past costs.
- Actual costs of previous experience with the same or similar work performed by other Contractors.
- Previous cost estimates from the proposing organization or other proposals for the same or similar items.
- The methods proposed by the proposing organization with the requirements of the solicitation.

Apply the review to the elements of cost outlined in the budget narrative, including but not limited to:

- **Personnel Expense**: Review the personnel information included in the budget narrative for the project. Determine that the purpose and costs are appropriate based on the deliverables and proposed timeline. When considering personnel expenses associated with an increase to a Contract agreement, determine that

changes to personnel expense are necessary and reasonable for the changes in the scope of work or the number of Participants the Contractor is expected to serve.

- **Operating Expense**: Review these expenses relative to program operations. When considering changes to Contractor operating expense, the change should align with changes in the required scope of work or the number of Participants the Contractor is expected to serve. If operating expenses are increasing for another reason (program location move, specific staff development activity, etc.) review the budget justification and determine that new costs are necessary, reasonable, allowable, and appropriately allocated.
- **Participant Expense**: Analysis should review that Participant expense categories align with the program design, grant requirements, the scope of work, and/or the number of Participants the Contractor is expected to serve.
- **Indirect Costs/Rates or Overhead**: Analysis and/or support documentation for indirect costs is the negotiated indirect cost rate agreement. If the Contractor does not have a current negotiated indirect cost rate with a Federal cognizant agency, the Contractor may charge a de minimis rate of modified total direct costs. Worksystems' Fiscal staff are responsible for review, approval, and acceptance of Contractor indirect cost rates.
- **Subcontracts**: If it is approved that a Contractor will have Subcontractors in their Contract, each Subcontractor is required to complete a budget narrative for their portion of the Contract funds so the costs and justifications for the entire project budget can be reviewed. Follow the review guidelines for all budgets.

Vendor's Agreements

When a Vendor requires an authorized Worksystems signature on the Vendor's proprietary Agreement, the following procedure is to be followed by the staff managing the project:

- If the agreement amount exceeds \$1,000, complete the *Purchase Request Form* and obtain necessary fund authorization.
- If the agreement amount exceeds \$10,000, Level 2 Procurement process applies (see above), including completing a *Quotes Documentation Form* and a *Price or Cost Analysis Form*.
- Submit the Vendor's Agreement to the Compliance and Procurement Manager for review and approval.
- Upon review the Compliance and Procurement Manager will submit the Vendor's Agreement to the Contract and Procurement Specialist to manage agreement execution, including:
 - Ensuring all required procurement documentation is completed.
 - Securing Worksystems' Executive Director's signature.
 - Distributing the fully executed agreement to Fiscal and the responsible program staff.
 - Program staff are responsible for managing the terms around termination and auto-renewal, if applicable. Auto-renewal may not occur unless all required procurement actions have been completed for the renewal period. If the funding ceases, program staff are responsible for the timely notification to the Contract and Procurement Specialist in order to terminate the Agreement per its terms and conditions.



Procurement and Contracting Forms

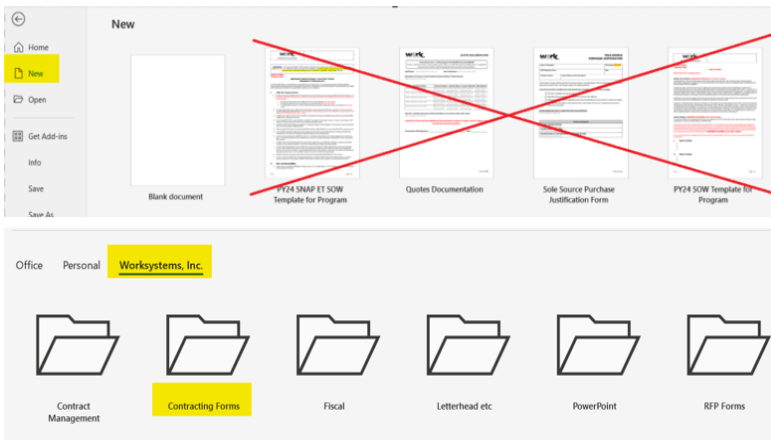
Worksystems uses a variety of form templates for staff to use when completing contracting and procurement activities and to ensure that Worksystems' policies are followed.

Access to Templates

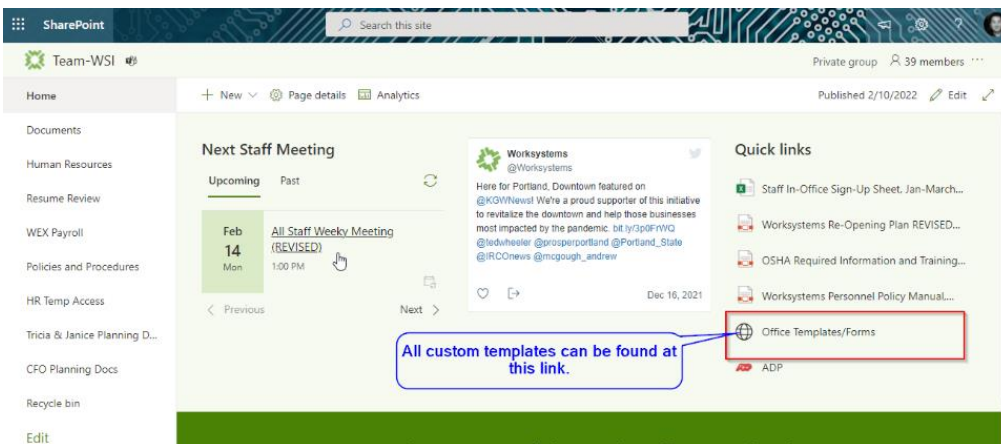
All form templates are available to staff through either Word or Excel (depending on the form) as a New Document template in the **Contracting Forms** folder in the **Worksystems, Inc.** category, or through SharePoint in the **Office Templates/Forms** link.

Staff must use the templates in the **Contracting Forms** folder or **Office Templates/Forms** link for each new contracting or procurement action; **do not use a previous form for new transactions**. Form templates are continuously updated.

To Access Templates in Word or Excel: Click on **File – New - Worksystems, Inc. – Contracting Forms**



Access in SharePoint:





Contract Information Form

The *Contract Information Form* is used to initiate new Subrecipient and Professional Service Agreements. It is required for each new Contract or modification to an existing Contract and assures that all required information for the Contract document is current and accurate. **Location:** *Excel/Contracting Forms/Templates folder.*

Cost Analysis Form

A *Cost Analysis Form* is required on purchases of \$10,000 or more where the purchase is for services that include details of the elements of cost and a scope of work. The *Cost Analysis Form* is incorporated into the Budget Narrative Workbook. If a cost analysis is being conducted on a budget that did not use the Budget Narrative Workbook, this standalone Word document is to be used. **Location:** *Budget Narrative Workbook/WSI Only Cost Analysis tab or Word/Contracting Forms/Templates folder*

Price Analysis Form

A *Price Analysis Form* is required for purchases of \$10,000 or more where products or services have a competitive market value that is easily verified. **Location:** *Word/Contracting Forms/Templates folder.*

Purchase Request Form

A *Purchase Request Form* is required for any purchase of \$1,000 or more, regardless of the type of procurement method used. **Location:** *Excel/Contracting Forms/Templates folder.*

Quotes Documentation Form

The *Quotes Documentation Form* is used to document quotes for purchases between \$10,000 and \$250,000. **Location:** *Word/Contracting Forms/Templates folder.*

Sole Source Purchase Justification Form

When a purchase is a sole source, this form must be completed, all approval signatures secured, and any supporting documentation attached. **Location:** *Word/Contracting Forms/Templates folder.*

Statement of Work Template

Required for staff use in developing a new Statement of Work Contract Exhibit. **Location:** *Word/Contracting Forms/Templates folder.*

Subrecipient Award Justification Form

When policy allows the awarding of funds to a Subrecipient through a subaward, document the award and required review using this form. **Location:** *Word/Contracting Forms/Templates folder.*

Reference

Uniform Guidance

- 2 CFR 200.318-200.327