





## **Definitions**

**Administrative Services:** Goods and/or services that are incurred for common or joint objectives and cannot be readily identified with a particular objective for a child or family being served by BFP.

**Applicant/Bidder:** A vendor, provider, or contractor which provides information to BFP in an effort to be selected to fulfill a procurement.

**BFP Provider Network:** Vendors, providers and/or contractors residing in Brevard County that are approved to supply child and family services to clients of BFP.

**Child and Family Services:** Goods or services that are incurred for a specific purpose or to meet a specific objective identified for a child or family being served by BFP.

**Commodity/Good/Product:** A tangible article of trade or commerce; a product as distinguished from a service.

**Contract:** A written agreement between BFP and a vendor/provider/contractor for the doing or not doing of something specified which is enforceable by law.

**Cost Analysis:** The process of examining each element of the estimated or actual cost of a contract performance to determine the probable cost to the vendor.

**Large Procurement:** Any procurement greater than the Small Purchase Threshold.

**Price Analysis:** The process of deciding if the asking price for a good or service is fair and reasonable, without using the specific cost and profit calculations of the provider used in arriving at the price.

**Service:** The performance of any duties or work for another; helpful or professional activity.

**Small Procurement:** Any procurement of equal or lesser value of the Small Purchase Threshold.

**Small Purchase Threshold:** Any procurement in the amount of \$249,999.99 or less.

**Strategy Team:** The executive management team of BFP to include the Chief Executive Officer (CEO), Chief Financial Officer (CFO), Chief Operations Officer (COO), Chief Compliance & Utilization Management Officer (CCUMO), Director of Communications, Staff Attorney and the Chief Personnel & Administrative Officer (CPAO).

**Subrecipient and/or Vendor:** An individual or organization that sells goods or services. Formally defined in PR-902.

### **General Consideration for Emergency or Single Source Procurements**

All provisions of procedure number PR-901: Procurements of Commodities or Services – General, are applicable to emergency or single source procurements unless otherwise stated.

### **Single Source Procurement**

If purchasing commodities and/or services is infeasible as instructed in the procedures for Large or Small procurements and the item is available from only one source. The following requirements will be required for a single source procurement:

- Written justification for using only a single source for purchasing goods or services must be thorough and complete.
- Posting Description of Services – A description of the commodity or service sought must be posted for at least seven (7) business days on the BFP website. This posting should include the statement that BFP is aware of only one source for the services sought and a request that prospective suppliers provide information regarding their ability to supply the commodities or services described.
- After reviewing any information from prospective vendors, including price quotes, BFP shall make its determination in writing that the commodities or contractual services are available only from a single source and its intended decision to enter into a single-source purchase contract will be posted on the BFP website.
- Documentation of a single source purchase must be maintained as cited in procedure PR-901: Procurements of Commodities or Services – General.
- Any single source procurement must only be for a specific item or service initially determined and can not be combined with other procurements.
- A single source procurement can also “not” be eligible for **automatic** renewal.

### **Emergency Procurement**

If the BFP Board of Directors or CEO determines “in writing” that an immediate danger to the public health, safety, or welfare or other substantial loss to the State requires emergency action, BFP may proceed with the procurement of commodities or services necessitated by the immediate danger, without receiving competitive proposals. In such a situation, the procurement will follow the documentation requirements listed under the Single Source Procurement as cited above with the following exceptions:

- No posting will be required for the Description of Services desired by BFP.
- Any emergency procurement must only be for a specific item or service initially determined and can not be combined with other procurements.



- An emergency procurement can also “not” be eligible for automatic renewal.

### **Awarding Agency Authorizes**

For instances where the funding agency authorizes a specific service or Provider.

### **Competition Deemed Inadequate (1 or No Responsive Bids)**

For instances of inadequate competition due to 1 or no responsive bids, proposals, or replies for information are received, BFP may negotiate on the best terms and conditions and shall document the reasons that such action is in the best interest of BFP in lieu of resoliciting competitive sealed bids, proposals, or replies.

### **Exemptions**

The following contractual services and commodities are not subject to the competitive solicitation requirements and will not constitute creation of a procurement file, however, it is the obligation of the BFP staff member to make a good faith effort to acquire the items at the lowest price possible with no favoritism to any particular vendor and to ensure reasonableness of price:

1. Artistic services.
2. Academic program reviews.
3. Lectures by individuals.
4. Auditing services.
5. Legal services, including attorney, paralegal, expert witness, appraisal, or mediator services.
6. Health services involving examination, diagnosis, treatment, prevention, medical consultation, or administration.
7. Vendors that apply and are accepted to become a member of the vendor network by way of the Request for Qualifications (RFQ) process, as defined in PR-903. The RFQ process shall be used to identify and pre-qualify vendors that can offer a continuum of mental health, drug abuse prevention, and child abuse prevention services. This process includes a price analysis to current Medicaid rates and/or rates of local area competitors. All that qualify can be listed on the vendor listing without a need for a separate procurement file.
8. Residential Child Caring Agencies (Emergency Shelter or Residential Group Care facilities) licensed by the Department of Children and Families.
9. Continuing education events or programs that are offered to the general public and for which fees have been collected that pay all expenses associated with the event or program.



Approved By Direction of the Chief Executive  
Officer:

A handwritten signature in blue ink, appearing to read "Patricia Nellius", written over a horizontal line.

Dr. Patricia Nellius  
Chief Executive Officer

Signature Date: 10.12.11