

**Children's Services Council of Leon County (CSC Leon)
Executive Committee Meeting**

Monday, April 10, 2023 | 5:00 p.m.

CSC Leon Office, 2002 Old St. Augustine Road, Suite A-50, Tallahassee, FL 32301

Members of the public can view the meeting via live stream, when available, on this YouTube channel:

<https://www.youtube.com/channel/UCc74A9evhLxbHlrH63-clbQ>.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. General Public Comment
- V. Policies
 - a. Travel Policy
 - b. Purchasing Policy
- VI. Next Meeting Date
 - a. Monday, May 8, 2023, 5:00 p.m.
- VII. Next Meeting Agenda
- VIII. Committee Member Comments
- IX. Adjournment

CSC Leon
DRAFT Travel Policy – April 4, 2023

This policy will be used to authorize and obtain reimbursement of travel expenses for employees of CSC Leon, potential employees traveling to interview with CSC Leon, hired consultants, other authorized persons, or board members traveling on behalf of CSC Leon. It is the policy of the CSC Leon to ensure equitable standards, effective controls, uniform procedures, proper accounting, and compliance with state and federal law for CSC Leon travelers. Employee travel-related expenses will be authorized only if the purpose of the travel is clearly consistent with the mission of CSC Leon. In the event of a conflict between the terms of this document and the terms of §112.061, Florida Statutes, the latter shall prevail.

The traveler must choose the most economical method of travel for each trip, keeping in mind the nature of the business, efficiency (time, impact on productivity, cost of transportation, and per diem), the number of people making the trip, and the amount of CSC Leon equipment or material to be transported.

CSC Leon's policy is to reimburse for reasonable and necessary business expenses incurred in the course of business activities performed on behalf of CSC Leon. All travel must be booked at the lowest price, flights must be booked in economy class, hotels must be reserved at the lowest single room rate, and rental cars must be booked in the compact class. An upgrade is permitted when it is offered at no additional cost, it makes the overall costs of travel lower, or if the basic option is not available. All these exceptions must be explained and approved in writing by the Chair. Optional upgrades must be purchased at the traveler's personal expense.

A. Definitions

1. Assigned headquarters means the employee's permanent job location.
2. Class A travel means continuous travel of 24 hours or more away from official headquarters.
3. Class B travel means continuous travel of less than 24 hours which involves overnight absence from official headquarters.
4. Class C travel means travel for short or day trips where the traveler is not away from their assigned headquarters overnight, which includes commuting to an alternate work site.
5. Official headquarters is the CSC Leon office located at 2002 Old St Augustine Rd Building A, Suite A-50, Tallahassee, FL 32301.
6. Travel Authorization Form means the standard form to be completed by the traveler before departure. This form includes the purpose, destination, dates, and estimated costs associated with the requested travel.
7. Travel Reimbursement Form means the form submitted by the traveler for reimbursement of eligible expenses.
8. Traveler means any individual authorized to receive travel reimbursement.

B. Travel Authorization Form

All travel outside of Leon County requires a Travel Authorization Form signed by the Executive Director and the Chair.

C. Lodging

Travelers may stay in hotels recommended by the event they are attending, or in competitively priced lodging for a particular geographic location. Travelers should request government rates (may be called GOV, CONUS, or per diem rates): <https://www.gsa.gov/travel/plan-book/per-diem-rates>. If personal charges will be incurred while at the hotel, the cardholder should have a separate account opened with a personal credit card. Placing personal charges on the CSC Leon purchasing card and then later having the amount deducted from the travel reimbursement form is not allowed. If personal charges are inadvertently charged to the card and cannot be corrected with a credit, the cardholder will be responsible for reimbursing CSC Leon. Travelers who share a room and split the cost must claim actual expenses rather than per diem. Reservations may be held by either a CSC Leon purchasing card or a personal credit card.

D. Cancellations/Changes

In the case of a need to change or cancel a reservation, it is the employee's responsibility to do so as soon as possible in order to avoid any fees, to request and record change/cancellation numbers, and to request refunds or credits if at all possible.

E. Meals

Per diem or actual costs for meals will only be paid during the period of time spent outside of Leon County on CSC Leon business. You may find the requisite hours of travel that correspond to each per diem meal at §112.061(5)(b), Florida Statutes. Meals are not reimbursable if the traveler is lodging in a personal residence with meals provided at no cost, or if the costs of meals are included in the total cost of a conference or meeting registration.

F. Mileage

Mileage is reimbursable for business use of an employee's personal vehicle; however, standard commuting costs must be deducted from their mileage reimbursement calculation. Reimbursement is not allowed for mileage reimbursement is not available for rental vehicles); Standard commuting costs are the excess cost associated with miles traveled (round-trip) between the employee's primary residence (i.e. address on record) and the employee's assigned headquarters. Online mapping between locations may be required to substantiate mileage to/from the approved destination(s). Mileage will be reimbursed at the rate at the time the expense was incurred. You may find the approved mileage reimbursement rate at: <https://www.gsa.gov/mileage>. Mileage on rental cars is not reimbursable.

G. Other Reimbursable Expenses

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. These include parking fees, tolls, taxi fares, and communication expenses, etc.

H. Sales Tax

CSC Leon is registered in the State of Florida as exempt from Florida tax; all travelers should have a copy of the CSC Leon Tax Exempt Certificate to present when making reimbursable purchases. The employee should pay with a CSC Leon

purchasing card, if assigned, to ensure there is no sales tax included. If the traveling employee does not have an assigned purchasing card, hotels and other applicable advance purchases should be booked with the assistance of the CSC Leon Executive Director.

I. Tips

All customary tips are at the discretion of the traveler and not eligible for reimbursement.

J. Travel Paid by Other Entity

Any eligible CSC Leon travel expenses that are paid for or reimbursed directly to the traveler by another entity or agency are not eligible expenses for reimbursement by the CSC Leon.

K. Vacation Combined with CSC Leon Travel

When a traveler combines CSC Leon travel with a personal vacation, they must clearly segregate expenses and time associated with each. Travelers may only request reimbursement for business expenses.

L. Registration Fees

Fees for registration, including meals and other programmed events sponsored by the conference or convention organization, must be approved in advance by the Chair. Any such fees approved by the Chair should be prepaid wherever possible by use of a CSC Leon purchasing card. Optional fees for recreation and/or entertainment activities associated with a conference or convention are not reimbursable.

M. Travel Reimbursement Form

Original receipts are required for all expenses, except for per diem meal allowances and mileage reimbursement. Expenses not substantiated by the required receipts and/or documentation will not be reimbursed and will be considered as a personal expense. In the event a receipt is lost, a written statement explaining why the original receipt is not available and that reimbursement has not been previously received must be attached to the form.

The policies outlined above are not expected to address every issue, exception, or contingency that may arise in the course of CSC Leon's business. The prevailing standard dealing with exceptions is the exercise of good and reasonable judgment in the use and stewardship of CSC Leon's resources.

| POLICY | SUMMARY OF KEY PROVISIONS |
|--------------------------|--|
| Purchasing Policy | <p>Expenditure Authorizations:</p> <ul style="list-style-type: none"> •The Executive Director is authorized to approve expenditures not reasonably expected to exceed \$10,000 in a fiscal year if such expenditures are authorized in the CSC Leon approved budget. •Expenditures beyond \$10,000 must be approved by the CSC Leon council, except in emergency situations threatening life or public safety, as determined by the Executive Director, which must be reported in writing to the CSC Leon council chair with reasonable promptness. <p><u>Guiding Principles:</u></p> <ul style="list-style-type: none"> • CSC Leon will spend funds efficiently and in the best interest of CSC Leon and the public. • All purchases in the operating budget will be procured through one of several purchasing processes authorized by this policy. • CSC Leon purchasing activities will advance the goals and objectives of the Minority, Women, and Small Business Enterprise Policy of the Office of Economic Vitality. • CSC Leon will comply with any additional regulatory requirements that may be associated with particular funding sources (e.g., 2 CFR Part 200 for federal awards). <p><u>Documentation:</u></p> <ul style="list-style-type: none"> • Documentation sufficient for an audit shall be prepared at the time of purchase. • A purchase order (written or electronic) is required for the purchase of any good or service, unless the purchase is authorized under a banking procurement-card ("P-card") program that CSC Leon may adopt. <p><u>Procurement Ethics:</u></p> <ul style="list-style-type: none"> • All competitive purchases will be fair and equitable as required by this policy. • CSC Leon employees and contractors involved in or influencing a purchase shall avoid any conflict of interest and shall maintain the highest degree of integrity and fairness throughout the purchasing process. • CSC Leon council members, employees and contractors shall not influence the purchasing process or communicate with anyone regarding a planned or pending procurement in any manner that may appear to provide anyone an unfair competitive advantage. • CSC Leon employees shall not purchase or recommend the purchase of goods or services from family members, CSC Leon council members, relatives or friends. • CSC Leon employees shall not bill personal purchases to any CSC Leon account or P-card or use the CSC Leon tax-exempt number to make personal purchases. <p><u>Competitive Solicitation Threshold:</u></p> <p>Every purchase reasonably expected to exceed a total amount of \$10,000 shall be made via competitive solicitation unless this policy expressly exempts the purchase from competition. Purchases below the competitive threshold shall be made using good business practices, including seeking price quotations. Good business practice indicates that lower-price purchases require less market research, while higher-price purchases demand more market research. Price quotations may be solicited informally or may be obtained via internet research. Market research efforts, including price quotations, shall be documented.</p> |

| POLICY | SUMMARY OF KEY PROVISIONS |
|-------------------------------|--|
| Purchasing Card Policy | <p><u>Dollar Limitations.</u></p> <ul style="list-style-type: none"> • For the Executive Director: single purchase limit of \$10,000 and a 30-day limit of \$15,000. • For the Administrative Services Director: single purchase limit of \$5,000 and a 30-day limit of \$7,500. <p>Prohibited Uses of P-Cards</p> <ol style="list-style-type: none"> a. Cash advances b. Capital items c. Any additional goods/services specifically restricted by CSC Leon purchasing policy. d. Any purchases from a foreign supplier requiring foreign currency e. Telephone calls f. Personal, Family or Household items g. Purchases from vendors which create a conflict of interest |
| Travel | <p>CSC Leon purchasing policy and P-card policy address travel expenditures only in general. The recently approved Employment Agreement for the Executive Director includes the following travel-related provisions:</p> <ol style="list-style-type: none"> 1. Vehicle; Travel. The Council hereby agrees to pay the travel and subsistence expenses of Green, in accordance with Chapter 112 of the Florida Statutes and in particular section 112.061 thereof, for reasonable professional and official travel, meetings, and occasions provided such expenses are approved in advance by the Chair. 2. Subscriptions, Memberships, and Fees. The Council will pay for Green's attendance at conferences, seminars, and similar professional or civic events as approved in advance by the Council; and for subscriptions or membership dues for such professional or civic publications or organizations approved in advance by the Council. Such attendance, subscriptions, and memberships shall be approved only on the basis that they redound significantly to the benefit of the Council. |
| | |

RESOLUTION NO. 2021-01

A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY ADOPTING A POLICY FOR THE PURCHASE OF GOODS AND SERVICES; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY AS FOLLOWS:

SECTION 1. AUTHORITY. This Resolution of the Children's Services Council of Leon County is adopted pursuant to Ordinance No. 2018-13 adopted by the Board of County Commissioners of Leon County, Florida on June 19, 2018, as approved by the electorate of Leon County at the general election conducted on November 3, 2020, section 125.901, Florida Statutes, Chapter 189, Florida Statutes, and other applicable provisions of law.

SECTION 2. FINDINGS. It is hereby ascertained, determined and declared as follows:

(A) The Children's Services Council of Leon County (the "Council") is an independent special district established by ordinance of Leon County, Florida (the "County") and approved by the electors of the County to provide children with early learning and reading skills, development, treatment, preventative and other children's services.

(B) As an independent special district, the Council is governed in part by Chapter 189, Florida Statutes, entitled the "Uniform Special District Accountability Act" (the "Act").

(C) The Act does not mandate a particular policy or procedure for the purchase and procurement of goods and services by special districts such as the Council.

(D) The Council recognizes the importance and need for a purchasing policy to facilitate the fair and efficient purchase of goods and services and to promote public confidence in the purchasing procedures utilized by the Council.

(E) Section 125.901, Florida Statutes, authorizes creation of children's services councils and provides that such councils may make and adopt bylaws and rules and regulations for the council's guidance, operation, governance, and maintenance, provided such rules and regulations are not inconsistent with federal or state laws or county ordinances.

(F) In accordance therewith, the Governing Council adopts this Resolution to adopt a purchasing policy for the Council's procurement of goods and services, consistent with federal and state law and Leon County Ordinance No. 2018-13.

SECTION 3. PURCHASING POLICY. The Council hereby approves and adopts the purchasing policy attached hereto as Appendix A. Such policy shall be implemented on the effective date of this Resolution.

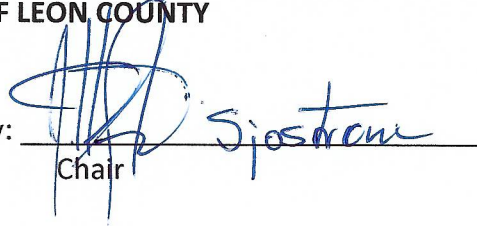
SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED this 19th day of August, 2021.

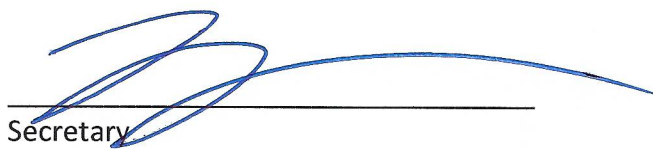
**CHILDREN'S SERVICES COUNCIL
OF LEON COUNTY**

By: _____

Chair

Sjostram

ATTEST:


Secretary

APPENDIX A

PURCHASING POLICY

Children's Services Council of Leon County (CSC Leon)

Purchasing Policy

Authority:

- Children's Services Council of Leon County Independent Special District Ordinance (Leon County Ordinance No. 2018-13)
- Section 125.901, Florida Statutes

Version:

- Original (August 19, 2021)

Purpose and Scope:

- This policy outlines the duties and authority of CSC Leon regarding the purchase of goods and services.

Standards

Guiding Principles:

- CSC Leon will spend funds efficiently and in the best interest of CSC Leon and the public.
- All purchases in the operating budget will be procured through one of several purchasing processes authorized by this policy.
- CSC Leon purchasing activities will advance the goals and objectives of the Minority, Women, and Small Business Enterprise Policy of the Office of Economic Vitality.
- CSC Leon will comply with any additional regulatory requirements that may be associated with particular funding sources (e.g., 2 CFR Part 200 for federal awards).

Documentation:

- Documentation sufficient for an audit shall be prepared at the time of purchase.
- A purchase order (written or electronic) is required for the purchase of any good or service, unless the purchase is authorized under a banking procurement-card ("P-card") program that CSC Leon may adopt.

Procurement Ethics:

- All competitive purchases will be fair and equitable as required by this policy.
- CSC Leon employees and contractors involved in or influencing a purchase shall avoid any conflict of interest and shall maintain the highest degree of integrity and fairness throughout the purchasing process.
- CSC Leon council members, employees and contractors shall not influence the purchasing process or communicate with anyone regarding a planned or pending procurement in any manner that may appear to provide anyone an unfair competitive advantage.
- CSC Leon employees shall not purchase or recommend the purchase of goods or services from family members, CSC Leon council members, relatives or friends.

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- CSC Leon employees shall not bill personal purchases to any CSC Leon account or P-card or use the CSC Leon tax-exempt number to make personal purchases.

Definitions

Best Value

The expected outcome of a purchase that, in CSC Leon's estimation, provides the greatest overall benefit in response to CSC Leon's requirements.

Bidder, Proposer, Vendor, Contractor

Those seeking to do business, or doing business, with CSC Leon.

Competitive Solicitation

A formal competitive process conducted to achieve a best value outcome for CSC Leon, including, without limitation, an invitation to bid (ITB), a request for proposals (RFP), or an invitation to negotiate (ITN), as described in chapter 287, Florida Statutes, and implementing regulations.

Contract

A formal written document used to contract for goods or services. No agreement shall be enforceable against CSC Leon unless it is in writing and in compliance with this policy.

Online Announcement Service

One or more web-based services providing announcements of contracting opportunities (e.g., Florida Administrative Register, DemandStar, etc.).

Purchasing Official

The individual responsible for CSC Leon's administration of the purchasing process.

Requesting Department

The CSC Leon employee assigned to purchase goods or services acting under the direction and authorization of the director of the department that will use the goods or services.

Responsible Vendor

A vendor that has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

Responsive Offer

An offer in response to a competitive solicitation that conforms in all material respects to the solicitation requirements.

General Purchasing

Preparing to Purchase:

To prepare a purchase the requesting department shall:

- Estimate the amount of the purchase.
- Review the budget prior to initiating the purchasing process to confirm that funds are budgeted and available.
- Ensure the appropriate approval has been obtained for the purchase.

Expenditure Authorizations:

- The Executive Director is authorized to approve expenditures not reasonably expected to exceed \$10,000 in a fiscal year if such expenditures are authorized in the CSC Leon approved budget.
- Expenditures beyond \$10,000 must be approved by the CSC Leon council, except in emergency situations threatening life or public safety, as determined by the Executive Director, which must be reported in writing to the CSC Leon council chair with reasonable promptness.

Competitive Solicitation Threshold:

Every purchase reasonably expected to exceed a total amount of \$10,000 shall be made via competitive solicitation unless this policy expressly exempts the purchase from competition. Purchases below the competitive threshold shall be made using good business practices, including seeking price quotations. Good business practice indicates that lower-price purchases require less market research, while higher-price purchases demand more market research. Price quotations may be solicited informally or may be obtained via internet research. Market research efforts, including price quotations, shall be documented.

Contract Reporting:

At each CSC Leon council meeting, a complete list of all contracts signed on behalf of CSC Leon during the preceding month shall be included in the meeting materials.

Exemptions from Competitive Solicitation

The following purchases are exempt from competitive solicitation:

- Goods or services available only from a sole source
- Regulated utilities, i.e. water, sanitary sewer, electricity, and solid waste
- Regulated public communications

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- Membership dues according to the standards applicable to state agencies pursuant to section 216.345, Florida Statutes
- Interlocal/Intergovernmental agreements (chapter 163, Florida Statutes)
- Real estate lease, license, purchase or sale agreements (which may include concessions), and appraisers
- Legal services, including attorney, paralegal, expert witness, appraisal, arbitrator or mediator services
- Conferences, lectures or specialized training attended by staff
- Staff travel conducted according to section 112.061, Florida Statutes, including conferences
- Specialized training or presentations when the facilitator is paid for the service
- Insurance agreements and policies
- Maintenance agreements or services on proprietary or licensed equipment or software
- Emergency purchases
- Negotiated purchases after the receipt of less than two responses to a competitive solicitation
- Publications, subscriptions, and media (including television, radio, print, internet, and billboard advertising)
- Cooperative purchases (e.g., the State of Florida's state term contracts (section 287.056, Florida Statutes), the federal General Services Administration schedules, the U.S. Communities Purchasing Alliance, the NASPO ValuePoint program)
- Other exceptions provided by state or local law, including but not limited to exceptions codified in section 287.057(3), Florida Statutes.

Competitive Solicitation

Determination of Need:

A requesting department will determine its needs in collaboration with the Purchasing Official.

Scope of Work Development:

CSC Leon will prepare a scope of work, which may include specifications, taking the following into consideration:

- Does the scope of work describe the needs of CSC Leon in terms of essential function or performance required?
- Does the scope of work indicate the end usage or expected results?
- Is the scope of work clear and understandable?
- Does the scope of work encourage competition?
- Are standard specifications available?
- Are there any unusual conditions to be considered?

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- If a specific brand or model is referenced, does the scope of work include the term “or approved equal”? If not, is there sufficient documented rationale supporting the use of the specific product?
- Are the deliverables and the payment terms clear?

Competitive Solicitation Process:

- A requesting department, in collaboration with the Purchasing Official, will determine the appropriate form of competitive solicitation process most likely to achieve best value for CSC Leon.
- Generally speaking, CSC Leon will award contracts to responsible vendors that submit responsive offers providing the best value to CSC Leon.
- Best value may be obtained via different processes, and the relative importance of cost or price may vary. For example, where the requirement is clearly definable and the risk of unsuccessful contract performance is minimal, price may be the dominant consideration, and an ITB may be the appropriate process. By contrast, if requirements are less definitive, or if more development work is required, or if performance risk is greater, then technical or past performance considerations may be the dominant considerations, and an RFP or ITN may be the appropriate process.
- In every competitive solicitation, the solicitation documents shall clearly and completely explain the solicitation process. The solicitation documents shall:
 - Identify the Purchasing Official and contact information
 - Identify material deadlines and other logistical details
 - Describe the good or service sought (specifications, scope of work, etc.)
 - Identify the evaluation criteria and process
 - Describe the negotiation process (if any)
 - Identify the award criteria
 - Identify any other considerations material to the solicitation, such as non-price factors often recognized by the State of Florida and local governments conducting competitive award processes (historically disadvantaged business status, veteran preferences, geographic preferences, etc.)
- CSC Leon is not an executive agency of the State of Florida and is not governed by section 287.057, Florida Statutes, or its implementing policies. This policy refers to those statutory competitive solicitation processes for convenience and as a guideline, but they have no binding legal effect on CSC Leon. Every competitive solicitation will be governed by this policy and by the specific terms of the particular solicitation documents.

Public Notice of Competitive Solicitations:

- A brief public notice advertisement will be published via an online announcement service to inform interested parties of opportunities to participate in CSC Leon competitive solicitations and where additional information may be obtained.

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- Information related to competitive solicitations will be published on the CSC Leon website.
- Notice of competitive solicitations will identify the responsible Purchasing Official.

Restricted Communications:

- Between the date CSC Leon issues a competitive solicitation and the date CSC Leon publishes notice of its recommended award, no vendor interested in the solicitation, or anyone acting on the vendor's behalf, shall contact any CSC Leon council member, employee, or contractor concerning any aspect of the solicitation, except in writing to the Purchasing Official or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Pre-Bid Conferences:

- A pre-bid conference may be scheduled when it is deemed advisable to allow vendors to consult with CSC Leon representatives to help ensure full mutual understanding of the terms, conditions, and requirements of the solicitation, and, if applicable, to view the site where the work is to be completed.
- This conference shall be scheduled at a time during the solicitation period to allow time for vendors to prepare for the conference and to consider the information provided.
- Vendor conferences may be optional or mandatory dependent on the specific requirements of the procurement.
- Restrictions on discussions between CSC Leon representatives and vendor personnel during the solicitation process are not applicable during pre-bid conferences.

Addenda to Solicitation Documents:

- There may be occasions when it is necessary to change the terms of solicitation documents. Such changes shall be formalized by the release of an addendum.
- The addendum becomes part of, and supersedes, the revised section of the solicitation documents.
- No change to solicitation documents is official unless the change is expressed in an addendum.
- Offers may be rejected by CSC Leon if the vendor fails to acknowledge receipt of all addenda.

Solicitation Committees:

- CSC Leon will form a solicitation committee of at least three members to evaluate responses to an RFP or an ITN and to form a recommendation of award. Solicitation committee composition is subject to Executive Director approval.
- Solicitation committees shall be comprised of qualified personnel and may include individuals from external entities. For an ITN, CSC Leon will bifurcate the evaluation process from the process of negotiation and recommendation of award, and form

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separate committees for these purposes, but the same individual(s) may serve during both processes.

- Solicitation committee meetings will comply with the Florida Sunshine Law (chapter 286, Florida Statutes), which includes temporary exemptions during the active solicitation process.
- Solicitation committee members must plan to attend all necessary meetings (e.g., orientation, evaluation, strategy, negotiation) and be prepared to complete all actions required to complete the solicitation process.
- Solicitation committee members shall not discuss any aspect of the evaluation outside of appropriately conducted committee meetings.

Award Process:

- The solicitation committee will formulate by consensus a recommendation of award in accordance with the criteria published in the solicitation documents.
- The solicitation committee will reduce its recommendation to writing, including a description of the basis of its recommendation, and convey that written recommendation to the Purchasing Official. The written recommendation will be a public record available for inspection (particular details may be redacted as authorized by Florida law).
- The Purchasing Official will convey the written recommendation to the Executive Director, for purposes of planning the meeting at which the CSC Leon council will consider the recommendation.
- The Purchasing Official will advise in writing (including email) every vendor that responded to the solicitation of the committee's recommendation of award. This notice will include the date, time, and place of the meeting at which the CSC Leon council will consider the recommendation, which must be at least seven days after the date of the notice. The notice will also describe briefly CSC Leon's protest process.
- Any protest of a recommended award must be made within five days after the Purchasing Official communicates notice of the recommended award, and before the CSC Leon council votes on the recommendation.
- No recommendation of award is binding on CSC Leon. Only the CSC Leon council may approve award of a contract resulting from a competitive solicitation.
- If the CSC Leon council votes to award the contract to a vendor other than the one recommended by the solicitation committee, within three business days after the council meeting the Purchasing Official will advise in writing (including email) every vendor that responded to the solicitation of the council's decision. No notice will be given if the council adopts the committee's recommendation of award. If notice is given, it will describe briefly CSC Leon's protest process.
- Any protest of a final award decision must be made within five days after the Purchasing Official communicates notice of the award decision. There is no right of protest if the council adopts the recommendation of award.

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- After council approval of a contract award and the expiration of any protest period, CSC Leon will execute the written contract through its council chairperson or authorized designee.

Debriefing of Unsuccessful Responding Vendors:

- Within 30 days after CSC Leon executes a contract resulting from a competitive solicitation, any vendor that participated in the process may request a formal debriefing regarding the evaluation of its proposal.
- Debriefings may be conducted by conference call or in person. CSC Leon will be represented by the Purchasing Official, and may also be represented by one or more members of a solicitation committee.
- Discussion will be limited to issues regarding the proposal submitted by the vendor requesting the debriefing and will be focused on information intended to enable the vendor to respond in a more successful manner in the future.

Protest Process:

- CSC Leon encourages prompt and fair handling of all complaints and disputes with the business community. CSC Leon will resolve disputed matters in an equitable manner.
- Any vendor allegedly aggrieved in connection with a competitive solicitation or other purchasing action must file a written protest with the Purchasing Official within five days after notice of the action. The written protest shall state with particularity the facts and laws upon which the protest is based, including full details of adverse effects and the relief sought.
- Within seven days of receipt of the written protest, the Purchasing Official will arrange a meeting of a Protest Committee and the affected parties. The Protest Committee shall consist of the Executive Director and at least one other CSC Leon employee not previously involved personally and substantially in the action at issue. The Purchasing Official shall act as a hearing coordinator and the CSC Leon attorney or designee may be requested to attend. The Purchasing Official or designee shall record the meeting and provide any information as the committee may request. The purpose of the meeting of the Protest Committee is to provide an opportunity to (1) review the basis of the protest, (2) evaluate the facts and merits of the bid protest, and (3) if possible, to reach a resolution of the protest that is acceptable to the affected parties. For the purpose of the Protest Committee hearing, resolution shall mean that the protestor finds the decision of the Protest Committee acceptable.
- In the event the matter is not resolved with the Protestor's acceptance of the Protest Committee's decision, the Executive Director will schedule the matter before the CSC Leon council, including the details of the protest and the Protest Committee's recommendation. The affected parties may appear before the CSC Leon council as a final means of administrative remedy.

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- CSC Leon is not subject to the Administrative Procedures Act (chapter 120, Florida Statutes). If a vendor disputes a purchasing decision of the CSC Leon council, the vendor must seek relief in the appropriate court.
- Failure to observe the above process shall constitute a waiver the right to protest a purchasing action. In the event of a timely protest, CSC Leon shall not proceed further with the action until final resolution by the Protest Committee or the CSC Leon council, unless the Executive Director determines in writing that action must be taken immediately to protect the public interest.

Purchases Subject to Statutory Requirements:

The following purchases are subject to statutory requirements of the State of Florida, which will apply in addition to this policy, and control to the extent inconsistent:

Auditing:

- Purchase of annual auditing services is governed by section 218.391, Florida Statutes.

Professional Services:

- Purchase of certain professional services is governed by the Consultants' Competitive Negotiation Act, section 287.055 Florida Statutes, in particular, architects, engineers, landscape architects, design-builders, and surveyors and mappers.

Construction Contractors:

- Construction of public projects is governed by section 255.20, Florida Statutes.

RESOLUTION NO. 2022-04

A RESOLUTION OF THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY AUTHORIZING PURCHASING CARDS FOR THE PURCHASE OF GOODS AND SERVICES; AUTHORIZING USE OF SUCH CARD BY STAFF SUBJECT TO THE GOVERNING COUNCIL'S POLICY FOR THE PURCHASE OF GOODS AND SERVICES AND THE P-CARD POLICY ADOPTED HEREIN; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY AS FOLLOWS:

SECTION 1. AUTHORITY. This Resolution of the Children's Services Council of Leon County ("CSC Leon") is adopted pursuant to Ordinance No. 2018-13 adopted by the Board of County Commissioners of Leon County, Florida on June 19, 2018, as approved by the electorate of Leon County at the general election conducted on November 3, 2020, section 125.901, Florida Statutes, chapter 189, Florida Statutes, and other applicable provisions of law.

SECTION 2. FINDINGS. It is hereby ascertained, determined and declared as follows:

(A) CSC Leon has authority to purchase goods and services in amounts not to exceed statutory limits without competitive bids.

(B) The costs to individually issue purchase orders and administrate the procurement of individualized purchases for each staff member constitute a significant economic burden on the resources of CSC Leon.

(C) It is the desire of the Governing Council of CSC Leon (the "Governing Council") to enable authorized staff members to procure authorized goods, services, materials, supplies and office products for CSC Leon purposes.

(D) Such authorization is intended to reduce the economic burden on the resources of CSC Leon by minimizing the use of petty cash and blanket purchase orders, thereby increasing efficiency and reducing administrative costs.

(E) The Governing Council recognizes that the use of a purchasing or procurement card (the "P-Card") is neither a substitute for public bidding nor the procurement policy adopted by the Governing Council, and that the procurement and use of a P-Card by CSC Leon staff is not being implemented for the purpose of bid splitting and avoidance of any statutorily mandated public bidding process or the procurement policies adopted by the Governing Council.

(F) Prime Meridian Bank (the "Bank") holds CSC Leon's depository accounts and CSC Leon may apply to the Bank for a P-Card for use by staff in making purchases of goods and services necessary or desirable for accomplishing CSC Leon objectives, subject to the limitations set forth herein.

(G) The Governing Council recognizes the economic and financial savings and benefits to be gained by use of a P-Card for certain purchases.

SECTION 3. AUTHORITY TO APPLY FOR AND OBTAIN P-CARD. The Executive Director is hereby authorized to apply to the Bank on behalf of CSC Leon for a P-Card and to enter into an agreement with the Bank to secure a P-Card for each authorized employee of CSC Leon under such terms and conditions as approved by the Chair of the Governing Council and reviewed for legal considerations by its general counsel. The initial authorized employees are Executive Director Cecka Rose Green and Administrative Services Manager Jacinta Clay.

SECTION 4. P-CARD POLICIES. Use of the P-Card shall be governed by the purchasing policy for CSC Leon approved by the Governing Council pursuant to Resolution No. 2021-01, as may be amended from time to time, and by the P-Card policy attached hereto as Appendix A.

SECTION 5.EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED this 21st day of April, 2022.

**CHILDREN'S SERVICES COUNCIL
OF LEON COUNTY**

By: _____
Chair

ATTEST:

Executive Director

APPENDIX A

CSC LEON P-CARD POLICY

1. SCOPE:

These procedures apply to all transactions made with a CSC Leon P-Card.

2. GENERAL:

The use of a P-Card by CSC Leon and certain members of its staff is designed to improve efficiency in processing small dollar purchases from any vendor that accepts credit cards.

This program will allow the cardholder to purchase approved commodities and services directly from CSC Leon's vendors. Each P-Card is issued to a named employee, and CSC Leon is clearly shown on the card as the governmental buyer of the goods or services.

The Executive Director is responsible for the implementation, execution and performance of this policy. Every purchase made with a P-Card shall be subject to the purchasing policy approved for CSC Leon by the Governing Council pursuant to Resolution No. 2021-01, as may be amended from time to time.

3. OBJECTIVES:

- A. To provide CSC Leon staff with an efficient method of purchasing and paying for goods or services not exceeding \$10,000 per purchase/transaction/job/project.
- B. To reduce the use of petty cash and blanket purchase orders.
- C. To ensure P-Card purchases are in accordance with CSC Leon's policies and procedures and with the Florida Statutes.
- D. To reduce the time spent by personnel processing small dollar transactions.
- E. To ensure that CSC Leon bears no legal liability from inappropriate use of P-Cards.

4. AUTHORIZATION:

When the purchase authorization is requested by the supplier at the point of sale, the P-Card system may validate the transaction against preset limits established by the financial institution which provides the P-Cards (the "Bank"). Transactions may be approved or declined (electronically) based on the established purchase card authorization criteria. The authorization criteria may be adjusted periodically as needed and may include but are not limited to the following:

- A. Number of transactions allowed per day.
- B. Number of transactions allowed per month.
- C. Single purchase limit.
- D. Monthly spending limit.
- E. Approved merchant category codes.

The authorization process occurs through the electronic system that supports the P-Card processing services under the agreement established between the CSC Leon and the Bank.

5. RESPONSIBILITIES:

The following is a summation of the responsibilities of all CSC Leon staff members authorized to use a P-Card hereunder:

- A. The P-Card shall be used only in strict conformity with the terms and conditions of the cardholder agreement entered into between CSC Leon and the Bank and with CSC Leon purchasing policy.
- B. Hold and secure P-Cards
- C. Order materials and services.
- D. Inform vendor of tax-exempt status prior to processing sale transaction. It is the responsibility of the cardholder to ensure that sales tax is not charged. Failure to ensure that sales tax is removed will result in disciplinary measures.
- E. Obtain all sales receipts and forward to the Executive Director or Finance Director (if applicable) for authorizing approval.
- F. Log phone orders and request receipts.
- G. Identify disputed charges.
- H. Verify any applicable discount has been deducted by vendor.
- I. Upon termination or transfer of employment, return the P-Card to the Executive Director or Governing Council as applicable.

The Executive Director shall be responsible for the following:

- A. Coordinate program policy issues including revisions to the program.
- B. Participate in resolving billing disputes.
- C. Coordinate and maintain internal controls.
- D. Receive all charge receipts, invoice batches and necessary documentation from all cardholders.
- E. Receive approved charge receipts from all cardholders.
- F. Confirm that all charges are authorized and all purchases are in conformance with CSC Leon's purchasing policy.
- G. File and store statements, receipts, etc.
- H. Provide weekly or monthly statements to the Governing Council concerning purchases made with the P-Card.

6. PROCEDURES:

A. Assignment and Control of the P-Card

1. The P-Card will have the employee's name, CSC Leon's name, CSC Leon's tax exemption number and the expiration date. The P-Card issuing company will not have individual cardholder information other than the cardholder's work address. No credit records, social security numbers, etc., of the cardholder will be maintained.
2. Lost or Stolen P-Cards
 - a. If a P-Card is lost or stolen, the cardholder must immediately notify the Bank.
 - b. The cardholder will be responsible for reporting all information necessary to the Bank and law enforcement (in the case of a stolen card) to reduce the liability to CSC Leon for a lost or stolen card.
 - c. Lost or stolen cards may result in progressive disciplinary measures.

B. Limitation on Use of P-Cards

1. Cardholder Use Only. The P-Card may be used only by the employee whose name is embossed on the card. No other person is authorized to use the card.
2. CSC Leon Purchase Only. The P-Card is to be used for CSC Leon-authorized purchases only. The P-Card cannot be used for any personal use. Any such use will require immediate reimbursement and will result in disciplinary action which may include dismissal.
3. Dollar Limitations.
 - a. For the Executive Director: single purchase limit of \$10,000 and a 30-day limit of \$15,000.
 - b. For the Administrative Services Director: single purchase limit of \$5,000 and a 30-day limit of \$7,500. Notwithstanding anything herein to the contrary, single purchases by the Administrative Services Director in excess of \$300 shall require pre-approval, in writing, by the Executive Director. Such written pre-approval may be effectuated by email or other electronic means and shall constitute a public record of CSC Leon.
 - c. Expenditures shall also be subject to any additional dollar or frequency limitations set forth in the authorization criteria established by the Bank as described in Section 4.
 - d. A purchase may be made of multiple items, but the invoice cannot exceed \$10,000 without a purchase order issued prior to purchase, or the cardholder's limit if less than such amount. Payment for purchases can not be split to stay within the single purchase limit or to avoid the procurement threshold set forth in CSC Leon purchasing policy.
4. Other Conditions
 - a. Sales tax may not be charged by the vendor. If necessary, provide the vendor with a sales tax exemption certificate.
 - b. All items purchased over-the-counter must be immediately available. No back ordering is allowed.

- c. All items purchased during one telephone transaction must be delivered in a single delivery. If an item is not immediately available, no back ordering is allowed.
- d. All items purchased by telephone must be delivered by the vendor within the 30-day billing cycle. The order should not be placed without this assurance.
- e. No purchases shall be made from a foreign supplier requiring foreign currency.

5. Prohibited Uses of P-Cards

- a. Cash advances
- b. Capital items
- c. Any additional goods/services specifically restricted by CSC Leon purchasing policy.
- d. Any purchases from a foreign supplier requiring foreign currency
- e. Telephone calls
- f. Personal, Family or Household items
- g. Purchases from vendors which create a conflict of interest

C. Disputes

1. If items purchased with the P-Card are defective, the cardholder must return the item(s) to the vendor for replacement or credit. If the service paid for with a P-Card is faulty, the vendor must be notified and asked to correct the situation or provide a credit. If the vendor refuses to replace or correct the faulty item or service, the purchase will be considered in dispute.
2. If the P-Card has been charged for an item not received, then a Cardholder dispute form must be completed by the cardholder and sent or faxed to the Bank.

D. Abuse/Violations

1. Participation in the CSC Leon P-Card Program is a convenience that carries responsibilities along with it. Although the card is issued in a cardholder's name, it is CSC Leon property and should be used with good judgement. Improper use of the card can be considered misappropriation of CSC Leon funds which may result in disciplinary action, up to and including termination. Cardholders are expected to comply with internal control procedures in order to protect CSC Leon assets. This includes keeping receipts, resolving discrepancies and following proper card security measures.
2. Misuse of the P-Card may result in disciplinary or other appropriate action up to and including dismissal. Misuse and violations will result in revocation of P-Card privileges and may result in termination of employment for cause.
3. Abuse, misuse, and violations include, but are not necessarily limited to the following:
 - a. Purchase over \$10,000 without obtaining a purchase order.
 - b. Purchase of unauthorized or prohibited items/services
 - c. Multiple transactions to circumvent purchasing procedures.
 - d. Failure to provide proper documentation, receipts invoices etc.
 - e. Purchase of capital outlay items.
 - f. Purchase from vendors, which create a conflict of interest.

- g. Personal, family or household charges.
- h. Allowing another person, other than the cardholder, to use the card.
- i. Failure to report a lost or stolen card in a timely manner.