

BEFORE THE BOARD OF HEALTH  
SPOKANE REGIONAL HEALTH DISTRICT  
RESOLUTION #24-02

RE: AUTHORIZING ADOPTION OF A REVISED PROCUREMENT OF GOODS & SERVICES POLICY

WHEREAS, Resolution #08-04 and #20-02 establishes the Spokane Regional Health District Board of Health procurement of goods and services by the Spokane Regional Health District through the adoption of a procurement policy; and

WHEREAS, it is the desire of the Board of Health to revise the Procurement of Goods & Services Policy to reduce the purchase amount of goods and services that will require Administrative Officer and Board of Health approval from \$100,000 to \$50,000.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF HEALTH that the attached revised procurement policy is hereby adopted, and

BE IT FURTHER RESOLVED that the provisions of the attached revised Procurement of Goods & Services Policy shall be effective immediately upon signature as of this date.

Signed this 29th day of February 2024 in Spokane, Washington.

SPOKANE REGIONAL HEALTH DISTRICT  
BOARD OF HEALTH

  
COMMISSIONER JOSH KERNS, CHAIR

  
MARY KUNEJ, COMMISSIONER


  
MONICA BLYKOWSKI-MAY, BOARD MEMBER

  
PATRICIA KIENHOLZ, BOARD MEMBER

  
COMMISSIONER AMBER WALDREF, VICE CHAIR

  
MICHAEL CATHCART, COUNCIL MEMBER

**ABSENT**  
CHARLIE DURANONA, BOARD MEMBER

	<b>POLICY:</b> Procurement of Goods & Services	<b>NUMBER:</b> Policy 2022 00085
	<b>DATE ENACTED:</b> 01/30/2020 REVIEWED: January 2021; January 2022; January 2024	<b>REVIEW DUE:</b> January 2025
	<b>DIVISION:</b> Administration	<b>APPROVER:</b> Alicia M. Thompson, DrPH, LMSW

**PURPOSE:** To ensure the procurement of goods and services by SRHD is reasonable, properly documented, and aligns with [Uniform Guidance: 2 CFR 200](#).

**SCOPE:** All SRHD employees and Board of Health members.

**POLICY:** All purchases, regardless of the amount, must go through the procurement process. The procurement process conforms with RCW guidelines for a competitive and noncompetitive bid process, cooperative purchasing agreements, government contracts, and the Small Works Roster (currently in development). Grant applications that identify partners for agency initiatives should be vetted in accordance with the procurement policy.

Due to the cost savings associated with large purchasing agreements, staff are required to use the Washington State Department of Enterprise Services (WA DES) Master Contract (RCW 39.34.030). Contracts competitively bid by Washington State that comprise the State Master Contract can be used in place of obtaining quotes or formal proposals.

Purchases that are \$0.01 to \$9,999.99 (pretax) must have a single quote or proof of pricing as per the procurement procedure. A purchase that exceeds the threshold limits may not be deliberately broken up into multiple requests with smaller amounts, solely to qualify for the less complicated procedures.

Purchases and contracts that are \$10,000 - \$49,999.99 (pretax) must follow the procurement procedure as listed below and have Administrative Officer approval. Change orders 20% over contract or purchase total will require Administrative Officer approval.

1. WA DES Master Contract
2. Cooperative Group Purchasing Organization (GPO) agreements (RCW 39.34.030)
3. SRHD small works roster (*currently in development*)/Municipal Research and Services Center (MRSC) small works roster
4. Multiple quotes, with a minimum of three quotes required

To use the Cooperative Group Purchasing Organization (GPO) agreements, SRHD and the GPO must have a current registration, account, and/or agreement on file with the Finance Department.

Purchases and contracts from \$50,000 or more must follow the procurement procedure below and have Administrative Officer approval. Change orders 20% over contract or purchase total will require Administrative Officer approval.

1. WA DES Master Contract
2. Request for Qualification (RFQ) and /or Request for Proposal (RFP) for the bidding process. Process outlined in the Procurement Procedure.

Purchases and contracts more than \$50,000 will require Administrative Officer and Board of Health approval. Change orders 20% over contract or purchase total will require Administrative Officer and Board of Health approval.

Pursuant to RCW 39.04.280 when services are only available by one source with no alternatives, SRHD staff must submit a sole source form and supporting documentation. Sole source procurement must be pre-approved by the Administrative Officer or designee.

Oversight

The responsibility for procurement oversight is with the Finance Director. The Finance Director is responsible to ensure that purchases made through the procurement process are monitored for compliance with the account code parameters that are provided by the State Budget, Accounting and Reporting System (BARS).