



## Louisa County Fire & EMS

### Informational Bulletin

### FY20 Purchasing/Reimbursement

June 28, 2019

Organizations are be REQUIRED to submit a “Justification Form” for all purchases over **\$3,000** for approval by the Fire-EMS Chief **PRIOR** to purchases being made.

Additionally pre-approval will be required for all uniform purchases and training requests as these expenses come out of the combined budget. Pre-approval is required for planning and financial purposes and in order to ensure that budget lines are not exceeded.

Purchases made without prior approval and the appropriate documentation will be subject to denial of payment. Submit these forms via fax at 540-967-3498 or e-mail to [sneedham@louisa.org](mailto:sneedham@louisa.org). Once approved the organization will be notified in order to complete the purchase requisition.

Additionally, the County has contracted vendors for certain services; utilization of these contracted vendors do not require “additional” quotes as the prices have been pre-negotiated. A Purchase Requisition is still required for purchases of **\$3,000** or more.

Purchase Requisition Requests, quotes and Justification forms should be completed and submitted PRIOR to the purchase. Exceptions may be made in the event of emergent needs that could potentially hinder the delivery of services (e.g., emergency repair).

Invoices must be submitted in a timely manner. Invoices submitted in excess of 60 days old may be subject to denial. Special circumstances may be considered.



# County of Louisa

*Department of Fire & EMS*

## Purchase Justification Form

Date: \_\_\_\_\_

For all purchases over \$3,000 the following questions must be answered. This form must be attached to the purchase requisition form and submitted to LCDFEMS Office for approval prior to the purchase.

- What item(s) is being purchased? \_\_\_\_\_

\_\_\_\_\_

- What is the purpose of the purchase? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- What would be the impact to the department's delivery of services if not purchased? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- What is the total cost? \_\_\_\_\_

- Are there alternatives? \_\_\_\_\_

Please be sure to answer all questions completely. Incomplete forms may be returned and not processed.

**Stations may be responsible for payment of purchases made without prior approval through this process.**

Approved: \_\_\_\_\_



# County of Louisa

*Department of Fire & EMS*

## Pre-Approval Form for Uniform/Gear Purchases

Date: \_\_\_\_\_

This form must be attached to the purchase requisition form and submitted to LCDFEMS Office for approval prior to the purchase.

- What uniform/gear is being purchased? \_\_\_\_\_

\_\_\_\_\_

- Member's name receiving gear/uniform \_\_\_\_\_

\_\_\_\_\_

- Are Member's Certifications on file at the LCDFEMS Office? (these are required to be kept in the master file). \_\_\_\_\_

\_\_\_\_\_

- What is the total cost? \_\_\_\_\_

- Are there alternatives? \_\_\_\_\_

Please be sure to answer all questions completely. Incomplete forms may be returned and not processed.

**Stations may be responsible for payment of purchases made without prior approval through this process.**

Approved: \_\_\_\_\_



# County of Louisa

*Department of Fire & EMS*

## Pre-Approval Form for Training from County Combined Training Budget Line

Date: \_\_\_\_\_

This form must be submitted for all training being expended from the County Combined Training Budget Line and must be submitted prior to the training.

- Training Title \_\_\_\_\_  
\_\_\_\_\_
- Cost: \_\_\_\_\_
- Attendees: \_\_\_\_\_  
\_\_\_\_\_
- Is this training available to all department personnel, (career and volunteer)? \_\_\_\_\_

Please be sure to answer all questions completely. Incomplete forms may be returned and not processed.

**Stations may be responsible for payment of purchases made without prior approval through this process.**

Approved: \_\_\_\_\_



# **Purchase & Procurement Process**

**July 1, 2019  
(FY20)**

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## **General Guidelines**

Invoices from all vendors shall be sent directly to the department for approval.

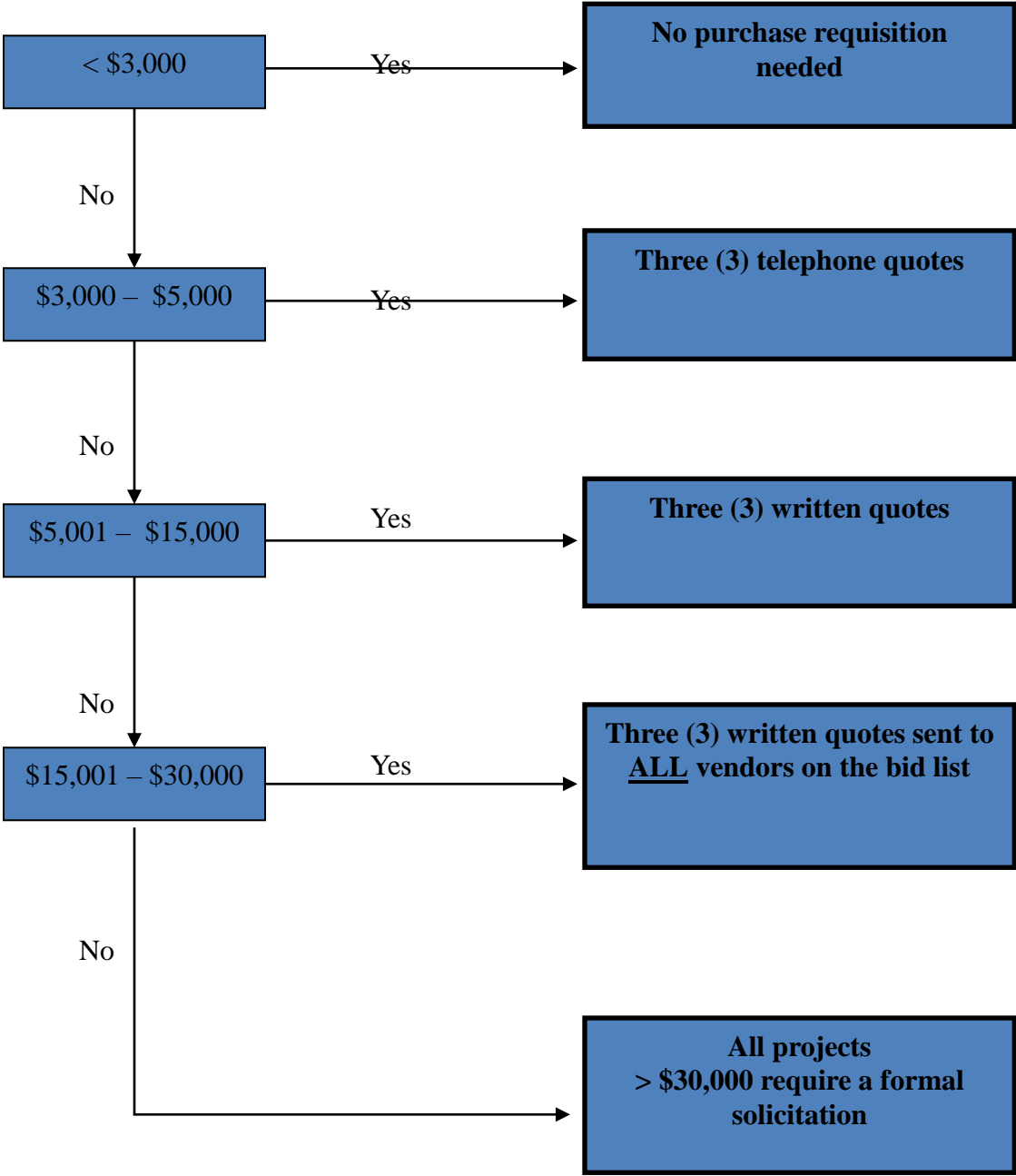
Stations shall submit purchase requisitions and approved invoices to the Dept of Fire & EMS in a timely manner via fax at 540-967-3498 or e-mail to [sneedham@louisa.org](mailto:sneedham@louisa.org). See the attached due date schedule.

The Department of Fire & EMS will submit the approved invoices and purchase requisitions to Finance for payment.

All checks will be mailed directly to the vendor the day following the Board Meeting or through the ACH direct deposit.

Questions regarding purchasing procedures or accounts payable shall be directed to the Dept of Fire & EMS.

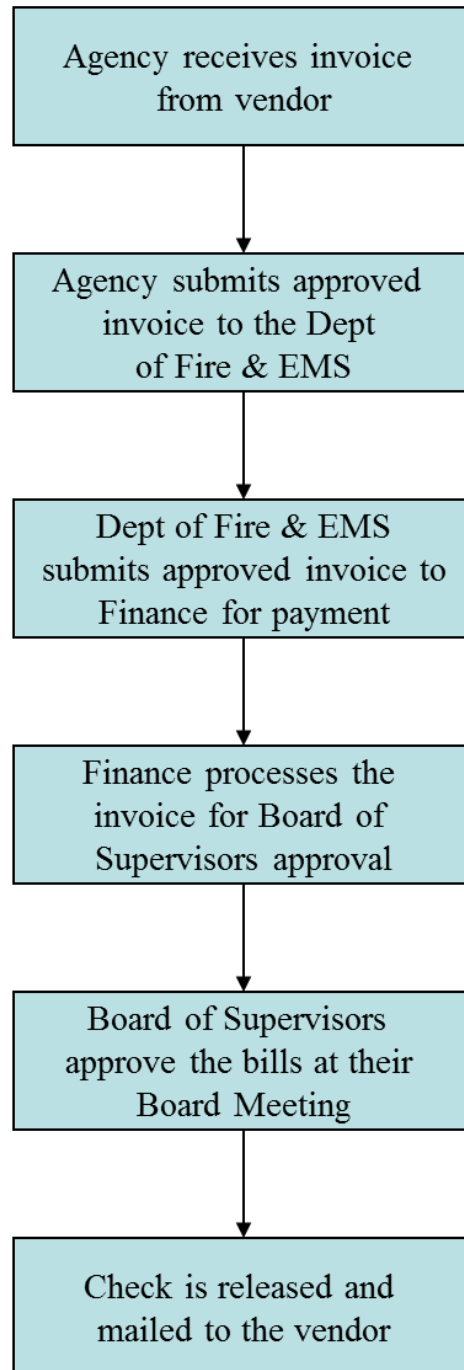
# Purchasing Flow Chart



For additional details, you may view a copy of the entire Louisa County Procurement Code at: [www.louisacounty.com/procurement](http://www.louisacounty.com/procurement)



# Invoice Process



## **Total Purchase < \$3,000**

- Multiple quotes and purchase requisition are NOT required.
- Order from vendor of choice. Keeping in mind you are still required to seek the best fair and reasonable price and use existing county contracts whenever possible.
- Submit invoice for payment.

## **Total Purchase \$3,000 – \$5,000**

1. Station obtains three (3) telephone quotes. State contracts should be utilized first.
2. Station completes purchase requisition and justification form and submits it **electronically** to the Fire & EMS Chief for approval and processing.
3. Purchase requisition is submitted by the office to Finance where Purchase Order is created.
4. Station submits invoice to Department of Fire & EMS for payment once purchased items have been received, please include the PO# on the invoice.

## **Total Purchase \$5,001 – \$30,000**

1. Station obtains three (3) written quotes.
2. Station completes purchase requisition and justification form and submits to Fire-EMS Chief. (Backup documentation must be attached).
3. Station or vendor submits the invoice to the Dept. of Fire & EMS to be processed for payment.

**Total Purchase > \$30,000**

Notify Department of Fire & EMS – An Invitation for Bid (IFB) or Request for Proposal (RFP) is required to be advertised and issued.



### Sole Source Procurement Approval Request

All requests for sole source purchases must meet the criteria established under § 60-5 e. of the *Louisa County Code*. It is the policy of the County that contracts be awarded on a competitive basis and that the use of a sole source procurement must be limited to those instances where only one source is practicably available. The purchasing officer must review and approve all requests before issuance of any contract or purchase order.

1. Explain why this is the only product or service that can meet the needs of the Department.

2. Explain why this vendor is the only practicably available source from which to obtain this product or service.

3. Explain why the price is considered reasonable.

4. Describe the efforts that were made to conduct a noncompetitive negotiation to get the best possible price for the taxpayers.

Date:

Amount of Sole Source Purchase:

Department Name:

Department Head Signature:

#### Purchasing Office:

Approved

Disapproved

More Information Needed

Purchasing Signature:

Date:

## **State & Cooperative Contracts**

In lieu of obtaining quotes, agencies may utilize State Contracts and other competitively bid contracts that allow for cooperative procurement and do not require competitive bidding. The Contract number shall be identified on the completed purchase requisition (no need to complete sections for Vendor 2 and Vendor 3).

### **State Contract Website:**

<https://dps.dgs.virginia.gov/dps/contracts/covacontractsinfo.aspx>



## **Sole Source**

- Section 60-5 (e) of the Louisa County Code allows for award of a contract without competitive bidding when there is only one vendor practicably available for goods/services being purchased.
- Determination shall be in writing – use “Sole Source” tab on Purchase Requisition.