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7KLV 3URFXUHPHQW 5HIHUHQFH 05LQFKDPRQGRI&RXQFLO\W%RQUKGD
EHHQ GHYHORSHG WDRWJHWKHDQGPERQILVFWDVFRDPSOHWHEHDQG GHW
JXLGH RI SXUFKDVLQJ SROLFLHV DQG SLQRVFWGXEWVRQ%\ IRKH
HQVXUH D XQLIRUP DSSLFDWLRQ RQ SRSEHGXUHG RXOLEHRXU
DQG GHSDUWPHQWV ,W LV H[WUHPHO\LPRUWDQWWKDWWKHP
FRQGXFWHG LQ WKHSHDWLWWVWHPRQVWUXFRELDVHG PHWKRG DV S

7KH SXUFKDVH RI JRRGV VHDTXGLUHGEL\FWRKEVY DQGRXWSVDFKRPHQ
WKDW GHULYH VXSSRDUWZKHUHPWRHU\LFKRRQG6\VWHPV 5&66
VKDOO EH LQ DFFRUGDQFHPZQWKSWRFHGXUHVHQWHUVHLQHV7HKHVH
UHJXODWLRQV VKDOO DSSO\ WR DOGLDVFXLVLRQV6LQGYRORY
IXQGV SURYLGHG IURP)HGHUDOVRXUFHWHHWRFDORUJUDQHWXVH R
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7KH 5LFKPRQG &RXQW\ZLFKORRFOHDVWHP ZRUOG FODVV JORE
VFKRRO V\VWHP ZKHUH DOO VWXGHQWVDZLHHOU UHDGXDWH

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3URFXUHPHQW RI PDWHULDOV HTXLSPHQWXSSDQLWHVXQWKH 5LFKPRQG &RXQW\ %RDUG RI (GXFDWLRQ)RUQDQFH
2IILFH SURYLGHV D VXSSRUW VHUYLFH VRUDDQ\SFKRRFXQVHP
RIILFH WR EH WUXO\ HIIHFWLYH WKHUHPXVWFKRRVH
GHSDUWPHQWSURGXFWGHWKHQW RIILFH

7KH %XGJHW DQG)LQDQFH 2IILFH 3URHFXUHPHQWHG
XQLIRUP V\VWHP IRU WKH DFTXLVLWLRQ JHQRGXHDQGW
JRRGV DQG VHUYLFHVDDUHTXDOSSURDQGDFXUHGDQG DUW
DQG FRVW HIIHFWLYH PDQQHU 7KLV RIILFH VHUYHV DQG V
HTXLSPHQW VXSSOLHV DQG VHUYLFH SURYLGHGZLWKLDSHO
ODZV DQGG SERODLFLHV

7KH JRDO RI WKLV PDQXDO LV WR SURYLGHGXFDWLRQDO DW
DOLJQHG ZLWK DQG VXSSRUW WKH YLVLRQ DQGFKHRQXGDWL
&RXQW\ 6FKRRO 6\VWHP

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7R HVWDEOLVK DQG EXLOG JRRG UHODWLRQVKLWK VXS

7R GHYHORS DQG PDLQWDLQ DQ DGHTXDWH VXSSOY LFH WR PHHW WKH QHHGV RI RXU VFKRRO V\VWHP

7R SXUFKDVH WKH KLJKHVW TXDOLW\ DQG FRQWUDFWX VHUYLFHV DW FRPSHWLWLYH SULFHV

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SURFXUHPHQW DUHU XHQVSHRQVWLEOHLRJ KQWKHVPSORLQJ ZHLWD
SURFHGXUHV H7KHQ3U2IFLFHXWDVRWLW\ DQG UHVSRQVLELOLV
RQO\ DXWKRUL]HG VXSSOLHV DQG VHUYLFHV 3XUFKDVHV V
VFKRROV RU RIILFHHVGDEQ\GWEKH 3SURFXUHPHQW 2HIDXWKRULW\
JUDQWHG WR WKH 3URF7XUHPHQW 0DQDQWQ2IWLDSSVKRDYH WK
SXUFKDVH RI JRRGV RU VHUYLFHV ZLWSKSRXRWHDG SURFXHPHQW
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7KH VFKRRO V\VWHP PXVW EX\ VXSSOLHVVDQGPXQLWFHVRI
RSHUDWH 7KH 5LFKPRQG &RXQW\ %RDUGIXQGVWFKDWLRQOZO
XVHG E\ WKH 6XSHUJLQWHQGHQWDJHQWRQWKH3URFXUHPH
SURFXUH WKH UHTXLUHLFHVRRGVHDQXGEKHOLQHVSXUFKDVLQJ
IXQFWLRQ VKDOO RSHUDWH LQFOXGLQJ ORFDO IXQGV DUH

$XWKRULW\HW%RRDUGLIXQGHVFWRRXQVDJRHOWKHWHFKRLV YHVWHG
VROHO\ LQ WKH 6XSHUKDQWHQGHQWKH 3URFXUHPHQW 0DQDQ
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WKH XVH RI UHF\FDQHG HPDYLUR QDPHQ WRGX FWVHDQG EHYSLFH
SHUIRUP VDWLVIDFWLRQDEOH DQDEDUHFRPHSWLLFLQJ 6XUSOXV
GLVSRVHG RI LQ D UHVSRQVLEOH PDQQHU(3$ UFRJPSODLWQRHVZ

&RQVLGHUDWLRQ RI WKH IROORZLQJ %HVW 3UDFWLFHV LV H
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7KH 3URFXUHPHQW RIILFH SURFHVVHV PRUH &RVXHQWH 6XHKVRVR
6\VWHP 7KLV RIILFH LV RUHVSRQVLEJ FLXHVFKQVGLSUJRFHGLXUHV
DUH IROORZHG DQG WKDWOUHWTXHVLQVDLWLHPHV\PDQQHU 7KLV
RIILFH PDLQWDLQV FRQWUDFWV IRU FKHRVWUHFRYHWUHUJDUE
HTXLSPHQW IXHO PDQDJHPHQW FDQG $FRSLWLRQDOO\ WKLV
UHVSRQVLELOLW\ RI PDLQWDLQLQJQWKXG&DSLWDQWLVLQJWDLQ
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IXQGV RU RWKHU VSHFLDO IXQGV LL\WWLKVDWWKHLU IXHQGSRQRLQEU
FRPSHWLWLYH VRWOLFLWDWLQJ SURLPKHKHRO[FRZLQJRQVWXDWLR
QHFHVVLWDWH H[FHSWLRQV WR IXOO SHQGLRVLYH FRPSHWWWDWLR

Sole/Single Source Purchase $Q H[FHSWLRQ WR WKH 2SHQ 0DUNHW 3X
IRU ERWK VFKRROV DQG RIILFHV LV $VKHR3OHOVRXUFHXFHXSSOU
LV ZKHQ WKH RQO\ RQH YHQGRU KDQ SWUKRHGXEOLRWVWHRYLXFHQ
FDVHV DUH ZKHUH D SURGXFW LV DYDLODEOH QURP RQO\ RQ
PHUFKDQGLVHG WKURXJKZKRWOVHUOHRWKHU LQWHUPHGLDUL
RIILFH ZLOO UHYLHZ VROH VRXUFHDWLWQRQDOH WR SUHYHQ

$ 6ROH 6RXUFH OHWSWDWHU6FRXOHWVDXFXUFH SWXUFKDQWULHGTXHWWK
IROORZLQJ FULWHULWLDSQJLDU6RWOHVXEXHWWSXUFKDVH U

‡ 2QO\ RQH VXSSOLHU SRVVHVV WRKH SDWHQWV RU H[
PDQXIDFWXUH RU WR IXUQLVK WKH LWHP RU VHUYLFH

‡ :KHQ WKH 6XSHULQWHQGHQW RU GHVLQJQHDNHLQJ KHKDG
SXUFKDVH KDV GHWHUPLQHGZLQKDEFSURJUDP IRU VWD
FRQWLQXLW\ RI RSHUDWLRQV FRVW RU ODERU VDYLQJ
5&66 WR OLPLW SXUFKDVHV WR VSHFLILHG SURGXFWV

‡ 2QO\ RQH VXSSOLHU FDQ VDWLVI\KWLKHSWUHFKQLFDO UH

‡ 2QO\ RQH VXSSOLHU FDQ IXUQLVK WSKLHVUH\SLFHVLERKR
5LFKPRQG &RXQW\ 6FKRRO 6\VWHP H[SHULHQFH DQG K
ZRXOG UHVXOW LQH[WKHVSLFHKPRQG &RXQW\ 6FKRRO 6

‡ :KHQ SXUFKDVLQJ XWLOLW\ VHUYLFHUFXJDWWDQFHWWPD
GLFWDWH WKDW RQO\ RQH YHQGRU FDQ IXUQLVK WKH

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VSHFLI\ EXW QRWHQOHLFHLWHGLVOR WKH IROORZLQJ

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F 6\VWHP DSSURYHGFDFLRQZLQJ SHU IROORZHG L
H[SHQGLWXUH RI WKHVH IXQGV

1RWH 9HQXHV SURGXFWRU DVQGIVRU DVQGIVHUYLFHYLEXWLRQRWQGDFKLGWHG
VSHDNHUV OXQFKHR\QWYHDQGGVKRUSLWHOEWRFSHWRWLWH SUR
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,QYRLFHV IRU YHQGRLQFVHXGYHLFDHWRKLGQXGDEWHH DQG GHWDL
VHUYLFH UHQGHUHG

1R VSHFLDO DXWKRULW\ LV QHFHVVDU\FKQOHVQJWKHD3XEOE
DFWLRQ DV DQ DEXVH RI WKLV H[FHSWLRQDORZ&KLHWKLHQD
%XGJHW DQG)LQDQFHFRPPLQLQJEHXWKHRGLWKLDOORQJWXF

%RDUG 3ROLF\ *$* 6WDII &RQIOLFW RI ,QWHU
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$Q HPSOR\HH RI WKHRWRKDUGHVDKQ\OGLUWHFWSHFXQLDKHULQV D
VKDUHKROGHU RU LQ DQ\ RWKHU PDQQHRQWUDFWLQJ SDQUW
D FRQWUDFW ZLWK WKH VFKRRO V\VWHP QRU VKDOO KH VH
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OLVWHG DERYH 7K\LZKVHKDHOWKQHRMPSOWRDHV ¶D VLQWFNUHRG HU
LQWHUHVW LQ D ELXVLQHVV YHQWXUHQWKHRFDSLWDORIDWLRQ
EXVLQHVV

,W LV QRW WKH LQWHQW RI WKLV SROLF\ WR QSUHYHQWLQJWK
FRUSRUDWLRQV RU EXVLQHVVHV LQ ZKLFK HPSOR\HHV DWLRH WRKH

7KH SROLF\ LV GHVLJQHG WR SUHYHQW SODFLQJ DQ HPSOR\
WKH SXEOLF VFKRROV DQG KLV KHU LQWHUHVW LQ KLV SOD
UHODWLYH RUWRLQWHUHVWGLVPHLFKW FRQIOLFW

1RWKLQJ KHUHLQ VKDOO SUHYHQW DQ\ HPSOR\HH GIVRF KH[W
HPSOR\PHQW LQ QR ZD\ LQWHUIHUHV KZLWPSOWRK\HHGXEWLWKH D%R
DQG SURYLGHG IXUWKHU WKDW VXFKUHHSQGRUHVHLVQDQRSZDRG
VHUYLFH WKURXJKUWKHHUXSRVRLWKLRQ HLWKHUGHLVVFWHP\ RU L
DOO VXFK H[WUD HPSOR\PHQW WKH SHHFXQDDO\ELQGHUVRV

Professional Services ±Consultants (Non- Employees)

&RQWUDFWHG SURIHVVLRQDO JVEHUYLFHV FDQ EH VHOHFWHG RQ WKH EDVLV RI TXDOLILFDWLRQV DQG H[SHULHQFH DGHTXDWH IRU WKH ZRUN DQG DW SULFHV RU UDWHV ZKLFK WKH 'HSDUWPHQW +HDG 7KH 'HSDUWPHQW +HDG ZLOO QHJRWLDWH DQG FRQVLGHU WR EH UHDVRQDEOH DQG HTXLWDEOH WR WKH 3XUFKDVLQJ 0DQDJHU FKDOOHQJH VHDOHG TXRWDWLRQV &KLHI)LQDQFLDO 2IILFHU DORQJ ZLWK WKH VLJQHG FHUWLILFDWH DXWKRULWLHV IRU VXFK D FKDOOHQJH

:KHQ KLULQJ LQGLYLGXDOV RU FRQVXOWDQWV LQGHSHQGHQW FRQWUDFWRUV WR SHUIRUP VHUYLFHV RU GHOLYHU JRRGV FRQVXOWDQWV DUH QRW FRQVLGHUHG WR EH HPSOR\HHV DV DQ LQGHSHQGHQW FRQWUDFWRU KDV QR DXWKRULW\ WR HQWHU LQWR DQ\ FRQWUDFW RQ EHKDOI RI WKH &RXQFLO RU WR LQFXU DQ\ OLDELOLW\ RQ LWV EHKDOI &RQVXOWDQWV DUH QRW HQWLWOHG WR DQ\ EHQHILWV SURYLGHG WR &RXQFLO HPSOR\HHV DQG &RQWUDFWRUV DUH UHVSRQVLEOH IRU SD\LQJ DOO WD[HV DQG LQVXUDQFH UHODWHG WR WKHLU RSHUDWLRQV &RQWUDFWRUV DUH QRW HQWLWOHG WR DQ\ SDLG OHDYH RU RWKHU EHQHILWV SURYLGHG WR &RXQFLO HPSOR\HHV &RQWUDFWRUV DUH UHVSRQVLEOH IRU SURYLGLQJ WKHLU RZQ WRROV DQG HTXLSPHQW

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&KDUWHU EXV VHUYLFHV DUH SURFXUHG LQW RPH FDVHVX
QRW OLPLWHG WR ILHOG WULSV DHYKHQHWL DQGXVRP SHWLG
6WXGHQW VDIHW\ LV WKH SULPDU\ FRQFHUQKDQWXUKELQVW
DUH H[FOXGHG IURPSWWHWRVRDVRPLWDWLRQ SURFHVV

Please see the RCBOE transportation website for

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SODFH WR KDQGOH KLJK YROXPH SULQW DQG FRS\ UHTXHVW
7KH HIILFLHQF\ RI WKH SULQW VKRS RU PRUH VKHDOW]HGXQRU
SULQW VKRS VSHFKLDF YHQGLQJ RUXEDUHNOHTXPDNGQJ6PDOO
DUH EHVW FRPSOHWHG DEQ FRWRHVWDDYLDW WKHDWURQVSH
XWLOL]LQJ DQ RXWVLGH TXRWH IYHQ5R&%S2(VKRXLQW 6KRREWDI
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3ULRU WR 3XUFKDVLHV2XHGGHURU ESHDL\HQHWWR EDHLYHJQGRUXHG WKH
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LPSRUWDQW SDUW RFW\WKH SURFXUHPHQWQGWUW¶K DSWHUWRHPYQFH
FRQVLVWHQW ZLWK WKH UHTXLUHPHQWV

$VVXULQJ SURSHU SYHUQRBHPDQFHHTXLUHV RSHQ FRPPXQLFDWL
FRRSHUDWLRQ EHWZHDQ3LFHFXUHPHQW6WDYFWLRQ 7
RQ WKH SDUW RI WKHQGR3UHFXUHFKRQWL WVH DRSUHQHLHRTXFLQJ
WKH WHUPV RIDJSHUFKDQGVHFRQWUDFWV

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EH SODFHG RQ WKH EDVLV RI TXDOLWW\ SHUIHFHDEQGGJHDLYH
IDFWRU LI DOO RWKHU FRQVLGHUDWLRQV DUH HTXDO

1R HPSOR\HH VKDOOUHGXGFRW VRH DQ\ SW\SDHQRUHUNLWQKGDWQZDOO
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VSHFLILFDWLRQV DUH VHULRXV GLVFUHSDQFLHV WKQLWRPXV
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VKRXOG SURPSWO\ FRQWDFW WKH YHQGRU WR UHTXHVW FR

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7KH 3XUFKDVLQJ 0DQKHUXZLWKLDQG)LQDQFH 2IILFH

D $UH UHVSRQVLEOH IRU LVVXLQJ WKH &UHGLW &DUG
7D[([HPSWLRQ IRUP WR DXWKRUL]HG SHUVRQQHO
PXVW EH IRUZDUGHG WR WKH 3XUFKDVLQJ 0DQKHJHU
FUHGLW FDUG

$OO SXUFKDVLQJ JXLGHORQHW\R%RGKHGDWLRQ DSS&O\ WR
SXUFKDVHV PSXUFKDVHH DUG LQFOXGLQJ WKRVH PDG

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Statewide Accounting
Policy Procedure

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(PSOR\HHV DUH DXWKRUL]HG WR VXEPLW UHLPEXUV
HPSOR\HH UHLPEXUVHPHQW IRUP ORFDWHG RQ WK
OHJLEOH UHFHLSWV WKDW LQFOXGH SURRI RI SD\P

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7KH 6FKRRO 6\VWHP DV D JHQHUDO USOLHV ZRUOHQRLSSXQWK
SHUVRQDO XVH RI 5&%2(VWDII RU VWXGHQWV

3%,6 ,QFHQWLYHV 3RVLWLYH %HKDYLRUDO ,QWHUYHQWLRQV

3%,6 LV DQ DSSURDFK WKDW VFKRROVQXGVHUWRRLWPSURYHWEY
EHKDYLRU :LWK 3%,6 VFKRROV WHDFKRQLVGDQGRXWDEHKDLY
%HORZ DUH JXLGHOLQHVWRPVSXKDWDUH DOORZDEOH XVLQ
)XQGV IRU 3%,6 ,QFHQWLYHV

([DPSOHV RI $OORZDEOH ,QFHQWLYHV

x 3HQV SHQFLOV HUDVHUV VPDOO QRWHERRNV VPKRRO
UHODWHG VXSSOLHV

x 6PDOO FRQFHVVLRQ VW\OH LWHPVÐWYÐL€QÃVpPb WL]KHSLRWH

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7R HQVXUH \RXU PDWHULDOV DUH RUGHUHG FRUUHFWO
PHUFKDQGLVH SOHDVH YHULI\ WKRQ DQHFWPDQWKHL5&
(60 ZHEVLWH

%H VXUH WR VHOHFW WKH DSSURSULDWH DSSURYDO

%H VXUH WR VHOHFW WKH D

9(1'25 3$<0(176 (1' 2)(<($5 $&7,9,7,(6

3OHDVH IROORZ WKH DSSURRSULDWH GXQHG EHORZ

'2 127 3$< 9(1'25 6 \GUDRHFWRXU VFKRRFDWRXU VFKRRO FKHFN PDGH SD
SURFHVV ZLUH WUDQVIHU RU VHQG VFKRRO FKHFN PDGH SD
RI (GXFDWLRQ <RXGHFKHVFLWZEGOOQEHRXQKWDQGUHDFWHDQFZ
PDGH WR WKH YHQGRUWIZRKWKEKDWKGDFRKEQ :H PXVW SURY
YHQGRUV DQG WKH ,5HD IRU HWDFKLV \W\SH RI SD\PHQW

$:)RUP LV 5(48,5(')RU QGLYLGXDOWQZHEFXRVQGXHVW EVKV
ZLWK ,I \RX DUH LKQHGVRXEWZEDVKDYRHZSOHDFRQDFHRQHEXHH WKH :
XSIURQW <RX PD\ DFTXLUH D EODQN : XQGHUPUR'HSVDKHWEHQZ
6HUYLFHV %XGJHW)LQDQFH

<RX 0867 SURYLGH DERQ,QVXQWBQW IRUWPUDEQG WRKUDQV FU
GHWZDKDW VHUYLFH LV EHLQJ SURYLGH

3OHDVH EH DGYLVHG HWKQDWW YDHQQGRZHG DWUV SUHRR XSKFHFHQWU
RIIILFH ORFDWLRQ QRU FKHFNV WR EH SRQ\ WR VFKRROV ,Q
YHQGRUV IRU \RXU VFKRRO SURP LQ DHWWLRHOWPDQVQDFUWLRQ
DSSURYHG DQG VXEPLWWHG W2R2$FFRQXEQGQMBRGSDEFNHXES \RXU
FKHFNV E\ )ULGD\ RI WKH VDPH ZHHN 5HFHLYLQJ WKH UHTX
FKHFNV DUH QHHGHG LV SUHIHUDEOH ,I WKHVH LQVWUXFWL
UHDGI\WHU S P RQW)HUULGRQ

.HHS LQ PLQG 6HQLRUV:HHQGDFWWLYKLHWDHQGUHDFGWRY LWWKLHVHDU
DQG SURJUDPV VKRXPHGJXRLGGHPZLQWHKVH DVIRXUHRPHVQFWKLRRQGHSUDRP
DFWLYLWLHV

(PSOR\HH 5HLPEXUVHPHQW

(PSOR\HHV FDQ EH UHLPEXUVHG IRU H[SHQVHVSXUFKDQJHSHUV
SUHDSSURYDO IRUP HPDXVDQGGHVLFRQHSGHEWSHEQVRLSD7KRURGP L
ORFDWHG RQ WKH ;QQ%2(UZIHUEHTXWHQW XVHG IRUPV <RX PXVW
DQG FRPSOHWHG IRUP LQWR (60

,Q VRPH VFKRROV SRQRIPHSVDUHWEDOSDWWLFDVWLUPWRRWKHV GDW
SURP ,W LV DFFHSDWQDEGGLWRRKQDO FWRBUHJSHUDWSDFKWLGFLWSRV
IRU WKRVH ZKR GRQRWLWLPHO+FSZHYHUZWKH SSHUQRPOWLHV D
VKRXOG QRW H[FHHGJLQDRI PWKEDRVH WSKLHFSHUWRR DWWHQG
([DPSOHV LI WKH SHRQPHSHDULWLVFHLWDDWWKH PD[HPXP WKH
SDUWLFLSDWLRQ IHH FDQZKEHFKUDLVHG RI WKH EDVH IHH

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&DSLWDO $VVHWV HDUH RUIISQHUG RQVDOYSHURSHXUWH\IXWKDOWLKHD
WKDQ RQH \HDU KDYH D YDOXH HTXDOL]WRLRQ JWKDWHKURWK
EH UHDVRQDEO\ LGHQWLOLHG WKURXJRKQW SK\VLFDO LQYH
$FFRXQWLQJ RIILFH PRQLWRUV DQG FRQWPROVLDSSURPDW
DQG SHUVRQDO SURSHUW\

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7KH %XGJHW DQG)LQDQFH 'HSDUWPHQWWKH UHDVSR\ 3URSH
,QYHQWRU\ UHSRUWV IURP DOO VFKRROVLDQG7KHS3URSHU
,QYHQWRU\ IRUPV VKRXOG EH IRUZDUGHG WR WKH %XGJHW
3ULQFLSDOV <HDU (QG &KHFNOLVW IRU 3URSHUW\ ,QYHQWRU

,W LV WKH UHVSRQVLEWLOLQW\ RLQWKHR%XSDUWPHQGWILWOH LQI

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&DSLWDO $VVHWV PDWKHUXDJKTXLQHGWLRQHOISXFKDVWUXFWHG
DVVHW YDOXH IRU GRQDWLRQV ZLOOWEHHWRKHWKHUGRQDWHW
DVVHW YDOXH ZKHQEHXUFKDVHGZLOOFHRVQ YDOXHWRKHDQU RO
JLYHQ XS SOXV PDWRHXQLVDO GRODWHG WVRHWOLQFLQJRWKHD
LQFOXGLQJ DQ\ VKLFSKDLQJHDQ7KHDFRWUXFWHGIDFVQHWV ZLO
DOO FRVWV RI FRQVWUXFWLRQ

,Q RUGHU WR DGHTXDWHO\ PDLQWDLQ5LWFKHPRQGL&RDXQ$\ 6HFW
6\VWHP WKHVWHSVZLQJOO EH IROORZHG

x $OO LQYHQWRU\ EHIRQWDHWLHGQLQWDRO WKH &DSLWDO $VV

x &DSLWDO $VVHWV HGHDQVLVXHGWDV\LQDFQXLPEHSUXUSUWHV
x 3HULRGLF LQYHQXWRUHDVODWKPLQOLPEHHWRHUGXLQWHGWKH
FRQGLWLRQRDQRG &DSLWDO $VVHWV

x 7KH SK\VLFDO LQYHQWRU\ VKDOO EH UHFRQFLOHG WR
PDGH DV QHFHVVDU\

&/$66(6 2) &$3,7$/ $66(76	7+5(6+2/'
3HUVRQDO 3URSHUW\ HTXLSPHQW	
%XLOGLQJV %XLOGLQJ ,PSURYHPHQWV	
/DQG ,PSURYHPHQWV	
/DQG	$Q\ $PRXQW
9HKLFOHV	
,QIUDVWUXFWXUH	
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7KH IROORZLQJ DSSOV WR DOO FRPSHWLWLYH VROLFLWDWLR

Non-Restrictive Specifications and Procedures ± 3XUFKDVLQJ 2IILFH HQGHDYR
QRQ UHVWULFWLYH VSHFLILFDWLRQV DQG SURFHGXUHV WKDW FRQIRUP WR DFFH
SUDFWLFHV ZKHQHYHU SRVVLEOH DQG WR LQIRUP WKH 3XU
ZKHQHYHU VSHFLILFDWLRQV DQG SURFHGXUHV DUH QRW SRVVLEOH
VKRXOG EH VXSSOLHG DQG WKH SURFHGXUHV IROORZHG WR
QHFHVVDU\ FRUUHFWLRQV SULRU WR WKH VFKHGXOHG RSHQ
OHVV WKDQ ILYH GD\V SULRU WR ELG FORSLQJ GDWH E
XSRQ XQOHVV WKH &KLHI)LQDQFH 2IILFHU GHWHUPLQHV WKDW

Advertisement of Solicitation ± 7KH SROLF\ RI WJKLHY H5&H6YHLUV WHRQGRU DQ
RSSRUWXQLW\ WR VX5E&P6LWV EHIRUH SURQDWLRQV +RZHYHU VROL
EH VHQW WR RQO\ YHQGRUV RQ WKH HVWDEOLVKHG GHSDUWPHQW
DGYHUWLVHG RQ WKH ORFDO QHZVSDSHU WR SURYLGH DOO
UHVSRQVLELOLWLHV RI WKH FKHFN YWKRS5&6W RXUHQW ZHE
ORFDO QHZVSDSHUV XSRQ UHXQLQWHUHVW ZLWK 5&66

Invitation for Bid/Request for Proposal/Request for Quote Document ± 7KH VROLFLWD
GRFXPHQW LV D QRW LQFOXGHG XVRHG\LWKH TXRWHSURSRVDO
RU VHUYLFHV DQG YQKRXOGHQDW EH RUGHUHG\5&SXUFKLFH0
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11. Vendor Complaints ± ,Q WKH HYHQW 3XUFKDVLQJ GHWHUPLQHV WK

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$FFRXQW 1XPEHUV DQG GHSDUWPHQWV DUH DVVLJQHG LGHQWLILHV WKH VRXUFH FXUPEHZUKLFQGRI XSHTXLUHLFWLRQW

B B B B 2UJ .H\ ± 7KH 2UJ .H\ LV WKH LJQHGWLRLFDWLRQFKR GHSDUWPHQW

± 2EMHFW ± 7KH 2EMHFW LGHQWLILHV WKH W\SH RI D FXVWRGLDO HWF GHSDUWPHQW DQG DVVLJQHG WKHRVEM QXPEHUV

%LG %RQG 7RGHQVXUH D EUHDFK RI FRQWUDFW GRQW\QFWKRRFX 6\VWHP PD\ UHTXLUHI WKH SHUFXQW RI EXGVLQHVWKH ZDXFH\ ELGGHU RQ VHDOHG ELGV 7\SLFDOO\ ELG ERQGV DUH UHTX $OO ELGV GR QRW UHTXLUH ELG ERQGV

%LG 2SHQLQJ %LG RSHQLQJ GDWHV DUH GHWHUPLQHG DQQXDO FRRUGLQDWLRQ ZLWK ZLWKLUQGWKH %RDUG7KH %LG 2SHQL 6FKHGXOH LV DYDLODEOH E\ FRQWDFWLQJ WKH %XVLQHVV 5LFKPRQG &RXQW\ 6FKRRO 6\VWHP 9HQGRUV DQG WK JHQHUDO SXEOLF DUH LQYLWHG WR FKWRQG &RXQW\ 6FKR 6\VWHP¶V &HQWUD%U2RDLFH6WDW DWHW $XJXVWDW*HRLQGWDUH FRQVLGHUHG $OO ELGV DUH RSHQHGJLQWDKHG)LQDQFH'LUI RU K)

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, (QYLURQPHQWDOO\ 3UHIHUDEOH 6RXUFH DQG &RQWDLQHG 6HHGV
KXPDQ KHDOWKPDLQWDLQHG WKHDEOH FRUSRUDWH LQHUSULFH VWKDW V
WKH VDPHDSFXUSURVHWK)DW PD\ EH EHQVPLGWHUHLGDQVF OXGH
DFTXLVLWLRQ XSDUWGXEWQDRQSDJEDQVLRQU LUHXVH RSHUDW
PDLQWHQDQFHDQGFRUXGLQJSRVU WUDGH VWDQGDU

- (QYLURQPHQWDO 3&XUFKDVRPLJWWR&G WORVHWQHYLDURQPKLQSWDQ
VHHNV WKH SXUFKDVH RI HQYLURQPHQWDOWKSUHIHUEOH
VDWLVIDFWRULO\ DQG DUH DYDLODEOH DW D UHDVQDEO

. ,QYLWDWLRQ IRU %LG ,)% ± 7KH VROLFLWDWLRQ GRFXPH
WKH VXSSO\ RI JRRGV DQG RU VHUYLFHV LQ D VHDOHG EL

/ 2IIHU ± $ UHVSRQVLEOH ZHOOLWWHQQRQFRQGLWLRQDO LQ UHVSRQVH WR
VR,QYHVWÀDWKDR€QRUQ%UHVSRQVHSWRDOO SURTXHVWRUDUT3XUWH L
UHVSRQVH WR D 5HTXHVW IRU 4XRWH

0 2IIHURU ± $ YHQGRU ZKR UHWXUQVHTXHVWRSRDO3URSRVDO
VROLFLWDWLRQ EHIRUH WKH GDWH DQG WLPH VHW IRU LW

1 2UGHU 6SOLWWLQJ ± 'LYLGLQJ D SXUFKDVHWLKHWSRXVH&DV
UHODWHG LWHPV VDHWWLQJLWHVDQYLDFWHUHRQXUFXPDQHQWRWKHW
5&66 %RDUG 3ROLF\ DQG RU 3XUFKDVLQJ&HJXODWLRQV
8QDXWKRUL]HG 3XUFKDVH DQG LV H[SUHVVO\ SURKLELWH

2 H0 0KÂ` 0€P€°€3R K

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4 3URWHVW ± $ ZQU EWWDH SQDUWEMFHLFSWDWRLOQJFLSWDDWLRQRRU WR
SURSRVHG DZDUG RU DZDUGWRRQ FRQWFUHDLFWLQZLDWK
UHPHGLDO UHVXOW

5 5HTXHVW IRU 3URSRVDO 5)3 ± 7KHLVQRWWKHLWRPSLHQWR
SURSRVDO SURFHVV ZKHUHE\ YHQGRUV JRUHGDVDNQHG PWU
VHUYLFHVQDQWHGGHRULJDWZRUFWKDHUEDQQLVRQG RI
SUHGHWHUPLQHGWLBQWRRUSULHDRGQLQWKJRMWLDOWXDRQ DQ
DZDUG SURFHVV 3URYLGHV IRUQWFKHGQLQJRWUDFWLSQLRR
FRQWUDFW DZDUGLQEDXHPDWSQRQWLJRLRQDMRLRQWKRH %HV
DQG)LQDO 2IIHUV %$)2

6 5HTXHVW IRU 4XDOLILFDWLRQV 5)4R8FXUHPHQWWPHQDWILV
WR REWDLQ KWWDTWDHPLQWDVRIRQGRPVSR&DQQWHLDXVHG
WR JDXJH SRWHQWLDO FRPSHWLGWHLRQQL\QTWDXHLPDHUGNHV
YHQGRUV SULRU WR LVVXLQJ D VROLFLWDWLRQ

7 5HTXHVW IRU 4XRWH 5)4 ± 7KH VRG5L&F6LWWDRVLRQ LGFRLFWX
RIIHUV IRU WKH DVQXGSRQ\ RHUJRRFGHVW 6ROLFLWDWLRQ RI
WHOHSKRQHDLOD[ERUDLQHDGXW&66 VWDII SHUVRQ 5HTXH
4XRWH PD\ EH SXUHFKDZKHQLV OHVRUWLKDXQJHQW HQRX
ZDKUHUE\SWVWLQJ WSKHRF)%V5)3(YDOXDWLRQ DQG UHFRP
IRU DWARU DUH EDVHG RQ WKUHHFUHVTXRQVLWWKGHMOEYH
VHUYLRHUPSDQWW DEGI UHOLDELOLW\

8 5HVRQVH 'XH 'DWHKHDGGHD7LQHQHRIRUXEPLWQDRU W
UHVRQVH WR D VHRQWFLWSDWLRQHGLREQXDRXOHFQWD

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9 5HVSRQVLEOH ± 7HUP XVHG WR GHVFULEH D YHQGRU ZKR
3XUFKDVLQJ 2IILFH WR KDYH

7KH DELOLW\ FDSDFLW\ DQG VHUYLFH UHTX
7KH FDSDELOLW\ WR SURYLGH SWRH\ SHUFZLWKLQ WL
ZLWKRXW GHOD\ RU LQWHUIHUHQFH

7KH FKDUDFWHU LQWHJULW\ UHSXWDWLRQ MXGJPI
HIILFLHQF\ QHFHVVDU\ WR FRQGXFW EXVLQHVV LQ JRI

3URYLGHG VDWLVDFWRU\ SHUHYLRXV\ FRQWUDFWV L

3UHYLRXVO\ DQGSOLHG ZLWK\ WKH OHZVDWLQJ WRLFL
WKH VHUYLFH

6XIILFLHQW ILQDQFLDO UHVRXUFHVHRUP WKH VH

7KH DELOLW\ WR SURYLGH FXVSIRU WKH UHTXLUHXO
DQG

1RW SURYLGHG DQ\ KHRQLGLWLRQ WKRW ZRXOG KDYH
FRQVLGHUHGLIQRQ DQGHQKRQUHRVSRQVLYH