



Workforce Development Board of Oswego County Procurement Policy

Effective: June 28, 2023

Reference: OMB 2 CFR 200.1, OMB 2 CFR 200.317-200.327, OMB 2 CFR 200.439; NYS DOL Technical Advisory 17-3; Oswego County Purchasing Policy PRP 2022-19

Policy: It is the policy the Workforce Development Board (WDB) of Oswego County to follow all applicable Workforce Innovation and Opportunity Act (WIOA) and OMB rules and regulations regarding procurement as well as applicable New York State Department of Labor (NYSDOL) Technical Advisories (TA) and Oswego County's Purchasing Policy (PRP 2022-19). The WDB abides by and adheres to the policies and regulations cited above for the purchase of materials, supplies, equipment, and services.

Per Schedule A of PRP 2022-19, micro-purchases (\$0-\$1,000) are those authorized to vendor(s) selected by the WDB and processed for payment on a claims voucher. To the extent practical, these purchases will be distributed equitably among qualified suppliers/vendors. Oswego County policy allows for purchases within this range to be awarded without soliciting competitive price or rate quotations. The WDB will strive to ensure that prices are reasonable based on purchase, experience, purchase history, or other information and documents which will be maintained accordingly.

Per Schedule A of PRP 2022-19, purchases of \$1,001-\$19,999 requires the WDB and/or Oswego County Purchasing Department to obtain quotes from at least three separate vendors (if available). If three separate vendors are not available, this is noted in the documentation maintained by the Oswego County Purchasing Department. The lowest quote will be accepted, and documentation required for any exceptions.

Per NYSDOL TA 17-3, prior to transacting any facility renovation or equipment acquisition costing \$5,000 or more with WIOA funds, NYSDOL prior approval is required by submitting a written request via email or certified mail to the area's Financial Oversight and Technical Assistance (FOTA) representative. The WDB is aware that failure to receive prior approval may result in disallowed WIOA costs.