

CARROLL COUNTY MARYLAND

PROCUREMENT POLICY



DEPARTMENT OF THE COMPTROLLER

OFFICE OF PROCUREMENT

WHEREAS, pursuant to the authority under §3-401 of the Code of Public Local Laws and Ordinances of Carroll County, the Board of County Commissioners is charged with establishing rules and regulations for procurements;

WHEREAS, the Board of County Commissioners desires to make sure that procurements are handled in a fair and orderly manner such that all Federal, State and local laws are followed; and

WHEREAS, the Board of County Commissioners desire to adopt a new Purchasing Policy in order to provide the fair and equitable treatment of all persons involved in public purchasing by the County, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.


NOW, THEREFORE, BE IT RESOLVED, that **THE BOARD OF COUNTY COMMISSIONERS OF CARROLL COUNTY, MARYLAND**, adopt the attached Carroll County Maryland Purchasing Policy which supersedes and replaces and the Purchasing policy adopted May 17, 2018, by Resolution 1023-2018.

ADOPTED this 26th day of September, 2024.


Attest:


Vivian Daly, County Clerk

COUNTY COMMISSIONERS
OF CARROLL COUNTY,
A Body Corporate and Politic


Kenneth A. Kiler, President

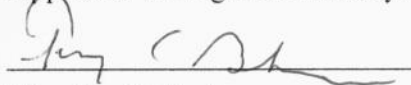

Joseph A. Vigliotti, Vice President


Tom Gordon III


Michael R. Guerin


Edward C. Rothstein (COL, Ret.)

Approved for legal sufficiency:


Timothy C. Burke
County Attorney

ARTICLE 1 – GENERAL PROVISIONS

1-101 PURPOSE

The purpose of this Policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the County, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

1-102 APPLICATION

This Policy applies to contracts for the procurement of supplies, services, equipment and construction entered into by the County after the effective date of this Policy, unless the parties agree to its application to contracts entered into before the effective date. It shall apply to every expenditure of public funds by a public agency for public purchasing irrespective of the source of the funds. When the procurement involves the expenditure of federal or state assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal or state law, regulations, or procurement requirements. Nothing in this Policy shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

ARTICLE 2 – PROCUREMENT OFFICER – OFFICE OF PROCUREMENT

2-101 ESTABLISHMENT, APPOINTMENT AND TENURE

- (1) Establishment of the Position of Procurement Officer, Office Of Procurement. There is hereby created the position of Procurement Officer, who shall be the County's principal public purchasing official.

2-102 AUTHORITY AND DUTIES

- (1) Principal Public Purchasing Official. Except as otherwise provided herein, the Procurement Officer shall be responsible for the procurement of supplies, services, equipment and construction in accordance with this Policy, as well as the management and disposal of surplus.
- (2) Duties. In accordance with this Policy, and subject to the supervision of the County Commissioners as delegated, the Procurement Officer shall implement the provisions of this Policy.
- (3) Operational Procedures. Consistent with this Policy, and with the County Commissioners' approval, the Procurement Officer may adopt operational procedures relating to the operation of the Office Of Procurement, said procedures to be followed by all using agencies. These procedures may be set forth in a County Procurement Handbook, subject to approval by the County Commissioners.

2-103 DELEGATIONS TO OTHER COUNTY OFFICIALS

With the County Commissioners' approval, the Procurement Officer may further delegate authority to purchase certain supplies, services, equipment, or construction to other County officials, if delegation is deemed necessary of the effective procurement of those items. Notwithstanding the provisions of Section 2-102 (Authority and Duties), procurement authority with respect to certain supplies, services,

equipment or construction may be delegated to other County officials by the County Commissioners when such delegation is deemed necessary for the effective procurement of these supplies, services, equipment or construction when requested by the Procurement Officer and upon a specific written determination that such delegation is necessary.

ARTICLE 3 -- SOURCE SELECTION AND CONTRACT FORMATION

Part A – Methods of Source Selection

3-101 COMPETITIVE SEALED BIDDING

- (1) Conditions for Use. All County contracts for the purchase of supplies, service, equipment, or construction shall be awarded by competitive sealed bidding except as otherwise provided in Sections 3-102 (Competitive Sealed Proposals), 3-103 (Contracting for Designated Professional Services), 3-106 (Emergency Procurements), and 5-401 (Public Announcement and Selection Process) of this Policy.
- (2) Invitation for Bids. An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.
- (3) Public Notices. Adequate public notice of the invitation for bids shall be given a reasonable time, but not less than fifteen (15) calendar days before the date set forth therein for the opening of bids. Notice shall include publication on the Carroll County Government website, Office Of Procurement Bid Board and any other notifications required by State or Federal Law. Notice shall include the final date and time for the filing of bids and the place, date and time of bid opening.
- (4) Bid Opening. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The name of each bidder and the amount of each bid, and other relevant information the Procurement Officer deems appropriate shall be recorded. The bid list shall be open for public inspection only after final tabulation of bids.
- (5) Bid Acceptance and Bid Evaluation. Bids may not be altered or corrected except as authorized in this Policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluating the award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs.
- (6) Correction or Withdrawal of Bids; Cancellation of Awards. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted by the Procurement Officer under the following conditions:
 - (a) Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the Office Of Procurement before the time set for bid opening.
 - (b) After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show that a mistake clearly evident on the face of the bid document and of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended.
 - (c) After bid opening, no changes in bid prices or other provisions of bids prejudicial to County's interest or to fair competition shall be permitted.

- (d) In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdrawal its bid if:
 - (1) The mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident; or
 - (2) The bidder submits evidence which clearly and convincingly demonstrates that a mistake of fact was made.
 - (e) All decisions to permit bids to be corrected or withdrawn, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Procurement Officer.
- (7) Award. The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids and is most advantageous to the County.
- (a) Negotiated Adjustment.
- (1) If the low responsive and responsible bid exceeds the available funds as certified by the Director of the Department of Management and Budget, the Procurement Officer is authorized to negotiate an adjustment of the bid price of the lowest responsive and responsible bidder in order to bring the bid within the amount of the available funds when:
 - (a) This can be achieved without materially changing the scope of the procurement; and
 - (b) when time or economic considerations preclude re-solicitation of work of a reduced scope.
 - (2) Any such negotiated adjustment shall be based only upon eliminating independent deductive items specified in the invitation for bids.
 - (3) Regardless of the amount by which the bid exceeds available funds, the Procurement Officer, after consultation with the Department Director of the using Agency, the Director of the Department of Management and Budget, and the County Attorney, may reduce the scope of the project during the budget year and allow for completion of the project in the next budget year.
- (8) Multi-Step Sealed Bidding. When it is considered impractical initially to prepare a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of unpriced offers to be followed by an invitation for bids limited to those bidders whose offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.

3-102 COMPETITIVE SEALED PROPOSALS

- (1) Conditions for Use. When the Procurement Officer determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the County, a contract may be entered into by use of the competitive request for proposal.
- (2) Request for Proposals. Proposals shall be solicited through a Request for Proposals. (“RFP”).
- (3) Public Notice. Adequate public notice of the request for proposals shall be given in the same manner as provided in Section 3-101 (3) (Competitive Sealed Bidding, Public Notice); provided, the minimum time shall be fifteen (15) days.
- (4) Receipt of Proposals. No proposals shall be handled so as to permit disclosure of the contents of any proposal to competing offerors during the process of negotiation. A bid list shall be prepared

containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The bid list shall be open for public inspection only after final tabulation of bids.

- (5) Evaluation Factors. The request for proposals shall state the relative importance of price and other evaluation factors.
- (6) Discussion with Responsible Offerors and Revisions to Proposals. As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision in proposals and such revisions may be permitted after submissions and before award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
- (7) Award. Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written statement specifically identifying the basis on which the award is made.

3-103 CONTRACTING FOR DESIGNATED PROFESSIONAL SERVICES

- (1) Authority. For the purpose of procuring professional services, the using agency requiring such services may procure them on its own behalf, as authorized from time to time by the County Commissioners. In any event, the using agency shall do so in accordance with the procedure set forth in this policy.

3-104 PURCHASES UNDER LEGAL BID LIMIT

- (1) General. Notwithstanding any other provision of his Policy, any contract for supplies, services, or construction not exceeding legal bid limit may be made in accordance with the purchasing procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section.
- (2) Purchases under \$5,000. Purchases under \$5,000 are considered small dollar purchases and are not subject to the formal procurement process; however, it is encouraged that authorized purchasers obtain at least two quotes, when possible, to obtain the best pricing available that is most advantageous to the county. Payment for these goods or services may be made through the term contract, if applicable, or procurement card and are subject to monthly audit. All quotes and receipts should be kept with the user's procurement card journal for a minimum of three years plus current.
- (3) Purchases over \$5,000 up to \$49,999.99. Purchases that fall within this category will require two responsive quotes or acceptable offers from at least two vendors. These quotes or offers must be in writing. The Carroll County approved term contractors will be used first for goods/services that meet the specifications related to the term contract. If the goods/service are outside of work or services provided by the county's approved term contractors, quotes may be received from outside

vendors. Award should be made to the business offering the lowest acceptable quotation and is most advantageous to the county.

3-105 SOLE SOURCE PROCUREMENTS

A contract may be awarded without competition when the Procurement Officer determines in writing, after conducting a good faith review of available sources, that there is only one source for the required supplies, equipment, service, or construction. The Procurement Officer shall conduct negotiations as appropriate, as to price, delivery, and terms. A record of sole source procurements shall be maintained as a public record and shall list each contractor's name, the amount and type of each contract, a listing of the item(s) procured under each contract, and the identification number of each contract file.

3-106 EMERGENCY PROCUREMENTS

Notwithstanding any other provisions of this Policy, the using Agency may make emergency procurements of supplies, equipment, services, or construction when there exists a threat to public health, welfare, or safety; provided that emergency procurements shall be made with such competition as is practicable under the circumstances. As soon as practicable after the emergency, the using Agency shall make a written statement of the basis for the emergency and for the selection of the particular contractor to be included in the contract file. As soon as practicable, a record of each emergency procurement shall be made and shall set forth the contractor's name, the amount and type of the contract, a listing of the item(s) procured under the contract, and the identification number of the contract file.

3-107 CANCELLATION OF INVITATIONS FOR BIDS OR REQUESTS FOR PROPOSALS

An invitation for bids, a request for proposals, or other solicitation may be canceled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, at the County's sole discretion. The reasons for the cancellation or rejection need not be stated. Each solicitation issued by the County shall state that the solicitation may be canceled and that any bid or proposal may be rejected in whole or in part in County's sole discretion. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation and where appropriate, note the reason for cancellation and explain that an opportunity will be given to compete on any re-solicitation or any future procurements of similar items. Reasons for rejection shall be provided upon request by unsuccessful bidders or offerors. A using Agency shall provide the documentation required by this section within ten (10) days of being requested to do so by the Procurement Officer.

Part B – Qualifications and Duties

3-201 RESPONSIBILITY OF BIDDERS AND OFFERORS

- (1) Determination of Non-responsibility or Non-Responsiveness. If a bidder or offeror who otherwise would have been awarded a contract is found non-responsible or nonresponsive, the Procurement Officer shall prepare a written determination of non-responsibility or non-responsiveness, setting forth the basis of the finding. Bidder's or Offeror's unreasonable failure to supply information promptly with respect to responsibility or responsiveness may be grounds for a determination of non-responsibility or non-responsiveness with respect to such bidder or offeror. A copy of the determination shall be sent promptly to the non-responsible or nonresponsive bidder or offeror. The final determination shall be made part of the contract file and be made a public record.

- (2) Right of Nondisclosure. Information furnished by a bidder or offeror pursuant to this Section shall not be disclosed by the County outside of the Procurement Officer's office, or using agency, without the bidder's or offeror's prior written consent except for use in litigation.

3-202 BID, PERFORMANCE, PAYMENT AND MATERIALMEN'S BONDS ON SUPPLY OR SERVICE CONTRACTS

Bid and performance bonds or other security may be requested for supplies, equipment, service, or construction contracts as the Procurement Officer or head of a using Agency deems advisable to protect the County's interests but in every event bonding shall be required in accordance with Article 25, Section 29, Annotate Code of Maryland or amendments of that section. Any such bonding requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute for a determination of a bidder or offeror's responsibility; however, a bidder who is unable to obtain a bid or performance bond shall be determined not responsible.

Part C – Types of Contracts and Contract Administration

3-301 TYPES OF CONTRACTS

- (1) General Authority. Subject to the limitations of this Section, any type of contract which is appropriate to the procurement, and which will promote the County's best interest may be used, provided that the use of a cost-plus-a-percentage-of-cost contract is prohibited. A cost reimbursement contract may be used only when a determination is made in writing that it is likely to be less costly to the County than any other type or that it is impracticable to obtain the supply, equipment or service required except under such a contract.

3-302 CONTRACT ADMINISTRATION

A contract administration system designed to insure that a contractor is performing in accordance with the solicitation under which the contract was awarded, and the terms and conditions of the contract, shall be maintained.

- (a) The Director of Public Works shall be responsible for the administration of all construction contracts unless delegated otherwise by the County Commissioners.
- (b) Unless otherwise assigned in the contract, the Procurement Officer shall be responsible for the administration of supply, equipment, service and building improvements and renovation contracts in cooperation with all departments.

3-303 REPORTING OF ANTICOMPETITIVE PRACTICES

When for any reason collusion or other anticompetitive practices are suspected among any bidders or offerors, a notice of the relevant facts shall be transmitted to the County Attorney.

3-304 COUNTY PROCUREMENT RECORDS

- (1) Contract File. The Procurement Officer shall maintain all determinations and other written records pertaining to solicitation or performance of a contract in a contract file.

- (2) Retention of Procurement Records. All procurement records shall be retained and disposed of by the County in accordance with records retention guidelines and schedules adopted by the Procurement Officer and approved by the County Attorney and the Board of County Commissioners.

ARTICLE 4 – SPECIFICATIONS

4-101 MAXIMUM PRACTICABLE COMPETITION

All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the County's needs, and shall not be unduly restrictive.

4-102 BRAND NAME OR EQUAL SPECIFICATION

- (1) Use. Brand name or equal specifications may be used in specifications when the using Agency determines and certifies to the Procurement Officer in writing that:
- (a) no other design or performance specification or Qualified Products List is available;
 - (b) time does not permit the preparation of another form of purchase description, not including a brand name specification;
 - (c) the nature of the product or the nature of the County's requirements makes use of a brand name or equal specification suitable for the procurement; or
 - (d) use of a brand name or equal specification is in the County's best interests.
- (2) Designation of Several Brand Names. Brand name or equal specifications shall seek to designate as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.
- (3) Required Characteristics. Unless the Procurement Officer determines in writing that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, functional, or performance characteristics which are required.
- (4) Nonrestrictive Use of Brand Name or Equal Specifications. Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance, or characteristics desired and is not intended to limit or restrict competition.

4-103 BRAND NAME SPECIFICATIONS

- (1) Use. Because use of a brand name specification is restrictive of product competition, it may be used only when requested by the using Agency and the Procurement Officer makes a written determination that only the identified brand name item or items will satisfy the County's needs.
- (2) Competition. The Procurement Officer shall seek to identify sources from which the designated brand name or items can be obtained and shall solicit those sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 3-105 (Sole Source Procurement).

ARTICLE 5 – PROCUREMENT OF CONSTRUCTION, ARCHITECT-ENGINEER AND LAND SURVEYING SERVICES

Part A – Management of Construction Contracting

5-101 RESPONSIBILITY FOR SELECTION OF METHODS OF CONSTRUCTION CONTRACTING MANAGEMENT

In consultation with the Procurement Officer, the Directors responsible for construction projects shall have the discretion to select the appropriate method of construction contracting management for a particular project. In determining which method to use, the Directors shall consider the County's requirements, its resources, and the potential contractor's capabilities. The Directors shall execute, and include in the contract file, a written statement setting forth the facts which led to the selection of a particular method of construction contracting management for each project.

ARTICLE 6 – DEBARMENT OR SUSPENSION

6-101 AUTHORITY TO DEBAR OR SUSPEND

- (1) After a reasonable notice to the person involved and reasonable opportunity for that person to be heard, the Procurement Officer, after consulting with the County Attorney, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than three years. After consultation with the County Attorney, the Procurement Officer is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity which might lead to debarment. The suspension shall be for a period not to exceed three months. The causes for debarment include:
 - (a) conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of a contract or subcontract;
 - (b) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a County contractor;
 - (c) conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;
 - (d) violation of contract provisions, as set forth below, of a character which is regarded by the Procurement Officer to be so serious as to justify debarment action:
 - (1) deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; or
 - (2) a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the contractor's control shall not be considered to be a basis for debarment;
 - (e) any other cause the Procurement Officer determines to be so serious and compelling as to affect responsibility as a County contractor, including debarment by another governmental entity for any cause listed in this Policy; and
 - (f) for violation of the ethical standards set forth in Carroll County Ethics Ordinance.

6-102 DECISION TO DEBAR OR SUSPEND

The Procurement Officer shall issue a written decision to debar or suspend. The decision shall state the reasons for the action taken and inform the debarred or suspended person involved of its rights concerning judicial or administrative review.

6-103 NOTICE OF DECISION

A copy of the decision required by Section 6-102 (Decision to Debar or Suspend) shall be mailed or otherwise furnished immediately to the debarred or suspended person.

6-104 FINALITY OF DECISION

A decision under Section 6-102 (Decision to Debar or Suspend) shall be final and conclusive, unless fraudulent.

ARTICLE 7 – APPEALS AND REMEDIES

7-101 BID PROTESTS

- (1) Right to Protest. Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or intent to award of a contract may protest by filing said protest in writing initially with the Procurement Officer and, if desired, may request a hearing with the Procurement Officer regarding the protest. The protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto, but in any event a protest must be submitted prior to award.

A bid protest must be filed with the Procurement Officer in room 305 of the County Office Building. a protest will not be processed or considered without the required fee. The fee is determined according to the Fee Schedule listed below. Bid protestors are responsible for providing all documents to prove the bid protest. The purpose of the filing fee is for the processing of the bid protest.

The staff of the Purchasing Office may provide assistance; however, staff is unable to provide legal advice and the handling of the bid protest is the bid protestor's responsibility.

FEE SCHEDULE

	Filing Fee
Cases where the award is less than \$25,000	\$300
Cases where the award is between \$25,000 and \$75,000	\$600
Cases where the award is more than \$75,000	\$1,000

- (2) Stay of Procurements During Protests. A bidder may appeal the decision of the Procurement Officer to the County Commissioners within seven (7) calendar days of receipt of the decision of the Procurement Officer. The Board of County Commissioners shall render a final and binding decision on the protest within twenty (20) calendar days after receipt of the protest within twenty (20) calendar days after receipt of the record of the hearing before the Procurement Officer, or if in its discretion, the Board of County Commissioners decides to hold further hearings within twenty (20) days after the close of such hearing. The Board of County Commissioners may issue its decision based solely on the record of the hearing before the Procurement Officer, or may hold a further hearing to determine such facts as it may in its discretion deem necessary. In any contract for Ten Thousand Dollars (\$10,000) or less, the decision of

the County Commissioners shall be final. In any dispute involving a contract in excess of Ten Thousand Dollars (\$10,000), the decision of the Commissioners may be appealed to the Circuit Court for Carroll County providing such appeal is taken within ten (10) days and provided further that the appeal shall be on the record.

- (3) Entitlement to Costs. When a protest is sustained and the County Commissioners determine that the protesting bidder or offeror should have been awarded the contract but was not, then the protesting bidder or offeror shall be entitled to the reasonable cost incurred in connection with the solicitation, including bid preparation costs or other damages but not attorney's fees unless specifically provided otherwise in the contract.

7-102 CONTRACT CLAIMS

- (1) Decision of the Procurement Officer. Unless specifically provided otherwise in the contract, all claims by a contractor against the County relating to a contract, except bid protests or contracts granted pursuant to Article 6 of this policy, shall be submitted in writing to the Procurement Officer for a decision. The contractor may request a conference with the Procurement Officer on the claim. Claims include without limitation, disputes arising under a contract, and those based upon breach of contract, mistake, misrepresentation, or other cause for contract modification or decision.
- (2) Notice to the Contractor of the Procurement Officer's Decision. The Procurement Officer's decision shall be issued promptly in writing, and shall immediately be mailed or otherwise furnished to the contractor. The decision shall state the reasons for the decision reached, and shall inform the contractor of its appeal rights under Subsection (3) of this Section.
- (3) Finality of Procurement Officer's Decision; Contractor's Right to Appeal. The Procurement Officer's decision shall be final. and conclusive unless, within ten (10) calendar days from the date of receipt of the decision, the contractor mails or otherwise delivers a written appeal to the Board of County Commissioners.
- (4) Failure to Render Timely Decision. If the Procurement Officer does not issue a written decision regarding any contract controversy within ten (10) days after written request for a final decision, or within such longer period as may be agreed upon between the parties, then the aggrieved party may proceed as if an adverse decision had been received.

7-103 REMEDIES FOR SOLICITATIONS OR AWARD IN VIOLATION OF LAW

- (1) Before Bid Opening or Closing Date for Receipt of Proposals. If before the bid opening or closing date for receipt of proposals, the Procurement Officer, after consultation with the County Attorney, determines that a solicitation is in violation of federal, state, or county, or municipal law, then the solicitation shall be canceled or revised to comply with applicable law.
- (2) Before Award. If after bid opening or the closing date for receipt of proposals, the Procurement Officer, after consultation with the County Attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state, county, or municipal law, then the solicitation or proposed award shall be canceled.
- (3) After Award. If, after an award, the Procurement Officer, after consultation with the County Attorney, determines that solicitation or award of a contract was in violation of applicable law, then:
 - (a) if the person awarded the contract has not acted fraudulently or in bad faith:

- (1) the contract may be ratified and affirmed, provided it is determined that doing so is in the County's best interests; or
 - (2) the contract may be terminated and the person awarded the contract shall be compensated for the actual costs reasonably incurred under the contract, plus a reasonable profit, before the termination; or
- (b) if the person awarded the contract has acted fraudulently or in bad faith the contract may be declared null and void or voidable, if in the County's best interests.

ATTACHMENT A

HEARING PROCEDURE: PROTESTS BEFORE THE BOARD OF COUNTY COMMISSIONERS FILED UNDER THE COUNTY'S PROCUREMENT POLICY

- (1) Prior to the hearing date, Purchasing (or the Comptroller) shall submit to the County Attorney fifteen copies of an administrative statement containing a clear and concise statement of the background and history of the procurement including copies of the pertinent bid, request for proposals, etc. The statement shall also include a complete and thorough review of the protest to date including any written documentation, exhibits, statements, and evidence presented and all written decisions.
- (2) Prior to the hearing date and after receipt of the administrative statement from Purchasing, the protestant and any other bidders or County/allied agencies, which participated in the procurement ("responders"), shall submit fifteen copies of a written response to the County Attorney including a clear and concise statement of their response, supporting arguments, supporting evidence, and a statement of the precise relief sought.
- (3) All written documents and exhibits not already included in the administrative statement or responses to be presented at the hearing shall be submitted at least 3 days in advance of the hearing date to the County Attorney. Parties shall submit fifteen copies of all documents.
- (4) All documents submitted shall become part of the official record of the hearing, which record shall be available for public inspection.
- (5) At the hearing, Purchasing, the protestant, and any other responders shall have 30 minutes to present oral argument or testimony to the County Commissioners. Any party who believes that additional time is necessary for adequate presentation of oral argument or testimony may request by letter, addressed to the Commissioners and submitted to the County Attorney, the additional time deemed necessary. Requests shall be received at least 3 days prior to the hearing.
- (6) The hearing shall be recorded.
- (7) At the hearing, the Commissioners shall first hear from Purchasing, then the protestant, and then any other responders.
- (8) During the hearing, the Commissioners or their counsel may ask questions. No other questions or cross-examination will be permitted.
- (9) The hearing will be open to the public for observation only. Public in attendance will not be allowed to present questions or comments.

- (10) The Commissioners will render a decision in writing within 20 days after the close of the hearing.
- (11) Deadlines for submission of all documents unless otherwise herein specified shall be established by the County Attorney in writing to the parties after a hearing date is set. No extension of deadlines will be permitted without written consent of the County Attorney.

ARTICLE 8 – COOPERATIVE PURCHASING

The Procurement Officer shall be responsible for the procurement participation with other jurisdictions for common or similar commodities and services. The basic methods by which this can be done are: (1) a special administrative agency composed of representatives from the participating jurisdictions can be established and can solicit bids and award the purchase contract; (2) two or more jurisdictions may jointly request bids from suppliers for certain items and place their purchase contracts either jointly or independently with the lowest responsible bidder.

The Procurement Officer may make piggy-back purchases on other state, local and municipal contracts when it is most advantageous to the County. The soliciting jurisdictions stipulates in its bid invitation that participating jurisdictions will have the option to purchase materials at the same price available to the soliciting jurisdiction issuing the invitation.

ARTICLE 9 - NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICIES

9-101 NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICIES

- (1) The Affirmative Action Policy #2014-HR-06 dated November 18, 2014 is made part of the Procurement Policy and applies to all contracts issued on behalf of The Commissioners of Carroll County.
- (2) The Civil Rights Policy adopted November 17, 2022 is made part of the Procurement Policy and applies to all contracts issued on behalf of The Commissioners of Carroll County.
- (3) The DBE Disadvantaged Business Enterprise Policy dated February 20, 2018 is hereby made part of the Procurement Policy and applies to all contracts issued by The Commissioners of Carroll County.