

Purchasing and Procurement

216.1 PURPOSE AND SCOPE

Best Practice MODIFIED

The purpose of this policy is to provide guidelines for the purchasing and procurement of goods and services. This policy also ensures accountability, transparency, and compliance with ethical standards in all department purchasing activities.

216.2 POLICY

Best Practice MODIFIED

It is the policy of the Richmond Fire Department to conduct purchasing and procurement in an efficient and cost-effective manner consistent with federal, state, and local laws, rules, and requirements in order to protect the integrity of the department and maintain public trust, ensure proper stewardship of public funds. Sole-source and emergency procurements must be fully documented and approved by the Fire Chief or the Fire Service Business Manager.

216.3 PROCUREMENT COORDINATOR

Best Practice MODIFIED

The Fire Chief will designate an employee to coordinate Department purchases. The member's responsibilities should include:

- (a) Remaining familiar with and updating agency practices in accordance with applicable federal, state, and local purchasing and procurement laws, rules, and requirements.
- (b) Obtaining authorization from the Fire Chief or the Fire Service Business Manager for each purchase. Thresholds for approvals will be reviewed annually and aligned with City of Richmond requirements.
- (c) Assisting other members involved with the purchasing and procurement of goods or services in following purchasing requirements and rules applicable to the method of procurement.
- (d) Ensuring regular procurement and ethics training for employees engaged in procurement, including annual refresher training for staff involved in requisitioning, vendor management, or contract oversight.
- (e) Maintaining a record of all procurement activities, contracts, and supporting documentation for audit and compliance purposes, consistent with City and state record retention schedules.
- (f) Reviewing proposed purchases to determine the most appropriate method of procurement.
- (g) Consulting with COR Procurement to ensure clarity of appropriate procurement procedures, processes, and best practices.
- (h) Ensuring proper documentation retention for procurement processes.

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- (i) Forwarding all contracts and purchase orders to the Fire Chief or the Fire Service Business Manager for review, and approval.
- (j) Seeking to instill and encourage the responsible stewardship of City funds through adherence to Procurement best-practices and rigor.

216.4 REVIEW

Best Practice **MODIFIED**

The Fire Service Business Manager will ensure that regular reviews are executed to determine compliance with any applicable federal, state, and local laws, rules, and requirements and should include:

- (a) quarterly reviews of purchases
- (b) random audits of receipt of goods
- (c) quarterly supplier review
- (d) annual review of procurement processes to ensure compliance, accuracy and efficiency.
- (e) semi-annual review of roles and responsibilities in order to ensure (i) the persistence of separation of duties, (ii) the timely identification of new and problematic hierarchal relationships and, (iii) other role changes requiring adjustments to roles and responsibilities.

216.5 CONTROL MEASURES

Agency Content

The Fire Service Business Manager will implement control measures that limit risk of non-compliance or violation of public trust to include:

- (a) separation of duties
 1. multi-step approval processes that require oversight from different employees at each step.
 2. separation of ordering, purchasing, and receiving duties.
- (b) detailed standard operating procedures for each type of purchase to facilitate consistency and compliance.
- (c) proper vetting of new suppliers
- (d) rotation of employee responsibilities in processes
- (e) annual employee conflict of interest disclosure submissions and new hires
- (f) annual and ongoing procedural and ethics training for employees, to include DPS specific training as apart of on-boarding for all new hires and those new to purchasing or procurement roles.
- (g) physical security protocols for office space and electronic devices
- (h) internal purchase summary document

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- (i) Coordinate and cooperate with the independent Purchasing Evaluation Panel selected by the Fire Chief to review proposed purchases.

216.6 VENDOR RELATIONS

Agency Content

Employees should avoid conflicts of interest when dealing with vendors. Vendors must be evaluated based on performance, compliance history, and adherence to ethical standards. The department will maintain a list of debarred or suspended vendors in coordination with City procurement.

216.7 DOCUMENTATION AND RECORDKEEPING

Agency Content

Complete records of all purchases, including bids, quotes, contracts, and approvals, must be maintained for at least five years and made available for audit upon request.

216.8 ENFORCEMENT

Agency Content

Violations of this policy will result in disciplinary action up to and including termination, loss of procurement authority, suspension of vendor.

216.9 RELATED POLICIES

Agency Content

Richmond Virginia Code of Ordinance, Chapter 21

Department of Procurement Policies 14 – 71 and any future Procurement Policy

Regulation 1.1- Code of Ethics

Administrative Regulation 1.6- Business Conduct

Administrative Regulation 1.8 Confidentiality and Non-Disclosure

Administrative Regulation 5.5 Outside Employment

Administrative Regulation 5.17 Employment of Relatives Policy