VPL Procurement Policy

Date Effective: 8/2025

Date(s) Reviewed by Library Board: 8/2025

Policy Maintenance Performed By: Library Director

PHILOSOPHY: We provide a welcoming environment to grow and strengthen connections for everyone in our community. We are dedicated to exceptional customer service and engaging our community. We enrich lives through access to resources, programs, and collections that encourage lifelong learning and the love of reading.

NOTE: This policy was developed in alignment with the Code of Federal Regulations, General Procurement Standards

REGULATIONS:

* The Library Director is encouraged to seek bids from local Vinton or Vinton area merchants when possible and when prices, terms and services are reasonable compared to other regional or national suppliers. The Library Director is encouraged to secure competitive estimates or proposals when practical prior to choosing a vendor.
* Special notes regarding procurement transactions under a federal award or subaward:
	+ No employee, officer, agent, or board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has financial or other interest in or a tangible personal benefit from an entity considered for a contract. An employee, officer, agent, and board member of the recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors. However, the recipient or subrecipient may set standards for situations where the financial interest is not substantial or a gift is an unsolicited item of nominal value. The recipient's or subrecipient's standards of conduct must also provide for disciplinary actions to be applied for violations by its employees, officers, agents, or board members.
	+ If the recipient or subrecipient has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian Tribe, the recipient or subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest mean that because of relationships with a parent company, affiliate, or subsidiary organization, the recipient or subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.
	+ The recipient's or subrecipient's procedures must avoid the acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis should be made between leasing and purchasing property or equipment to determine the most economical approach.
	+ When appropriate for the procurement or use of common or shared goods and services, recipients and subrecipients are encouraged to enter into State and local intergovernmental agreements or inter-entity agreements for procurement transactions. These or similar procurement arrangements using strategic sourcing may foster greater economy and efficiency. Documented procurement actions of this type (using strategic sourcing, shared services, and other similar procurement arrangements) will meet the competition requirements of this part.
	+ The recipient or subrecipient must award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of a proposed contract. The recipient or subrecipient must consider contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, [29 U.S.C. 201](https://www.govinfo.gov/link/uscode/29/201), chapter 8), past performance record, and financial and technical resources when conducting a procurement transaction.