



Global Empowerment Mission  
1850 NW 84TH Ave, Ste 100, Doral, FL 33126  
[www.globalempowermentmission.org](http://www.globalempowermentmission.org)

## **GEM Procurement Policy**

All procurements made by Global Empowerment Mission (GEM) involving the expenditure of GEM Operating or Mission Funds will be made in accordance with the following procurement standards.

### **Methods for Procurement**

Procurement transactions, regardless of method or dollar value, will maximize open and free competition consistent with the standards of 24 CFR Sections 84.41 through 84.48. GEM shall not engage in procurement practices which may be considered arbitrary or restrictive. Purchases will be reviewed by the Finance Department to prevent duplication and to ensure that costs are reasonable.

To enable GEM to help the most amount of people in the least amount of time, GEM reserves the right to engage in noncompetitive negotiations with a preferred vendor in the aftermath of a disaster. For expenses exceeding \$50,000 that are covered in full by a donor, the donor has the right to request a formal procurement process, which entails a written quote from at least three potential vendors. If no such quotes are available, a statement explaining the procurement will be prepared and filed.

1. Proposals are to be solicited through a public channel and may be sent directly to qualified vendors. The proposal must be published and active for a minimum of 7 days. The Request for Proposal (RFP) will describe services needed and identify the factors to be considered in proposal selection. The RFP will state whether further details may be obtained. All requests will include cost as a factor in selection.
2. Award must be made to the vendor whose proposal is determined in writing by GEM to be the most advantageous. Evaluations must be based on the factors set forth in the Request for Proposal and a written evaluation of each response prepared. If it is determined that no acceptable proposal has been submitted, all proposals may be



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rejected. New proposals may be solicited on the same or revised terms or the procurement may be abandoned.

For the procurement of professional services, a Request for Qualifications (RFQ) may be published in lieu of a Request for Proposal (RFP). RFQs are handled in a similar method to RFP's with the exception that cost is not a factor in the initial evaluation. The department for which services will be rendered will review responses and rank vendors by comparative qualifications. The highest scoring vendor will be contacted to negotiate costs. If a satisfactory cost agreement is not reached, the next highest ranked vendor will be invited to negotiate. A written record of all negotiations is to be submitted by the head of the relevant department.

### **Noncompetitive Negotiations**

Noncompetitive negotiations may be used for procurements when proposals or negotiations are not feasible. GEM may purchase goods and services through non-competitive negotiations when it is determined in writing by the President or Chief Operating Officer that negotiation or proposals are not feasible and that:

1. An emergency exists which will cause public harm as a result of the delay caused by procurement procedures, or
2. The product or service can only be obtained by one source, or
3. The contract is for the purchase of perishable items purchased on a frequent basis, or
4. The state or local agency has authorized the procurement of services by a specific entity.

Procurement by noncompetitive negotiations requires the strictest attention to impartiality toward all suppliers.



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## **Vendor Requirements**

1. Proposals will only be accepted from vendors who have a proven track record of successfully completing the scope of work required. References may be requested along with a vendor's RFP.
2. All vendors must provide proof of liability insurance and worker's compensation coverage.
3. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance and financial and technical resources in awarding contracts.

## **Contracts**

All procurement in excess of \$50,000 will generally be memorialized and supported by a written contract or agreement. Where it is not feasible or practical to prepare an agreement, some form of documentation regarding the transaction will be prepared by GEM staff. All contracts will contain language which allows GEM the opportunity to cancel any contract for cause. Said cause shall include (but not be limited to) demonstrated lack of ability to perform the work specified, unwillingness to complete the work in a timely fashion, cancellation of liability insurance or worker's compensation, failure to pay suppliers or workers, unsafe working conditions caused by the contractor, failure to comply with Davis-Bacon wage laws (where applicable), failure to keep accurate and timely records of the job, or failure to make those records available to GEM (on request) or any other documented matter which could cause a hardship for the GEM if a claim should arise or the work not be completed on schedule at the specified cost.

## **Documentation**

All source documents supporting any given transaction (receipts, purchase orders, invoices, RFP/RFQ data and bid materials) will be retained and filed in an appropriate manner. Where feasible, source documents pertinent to each individual procurement shall be separately filed and maintained. Where it is not feasible to maintain individual procurement files, source documents will be filed and maintained in a reasonable manner (examples

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*Registered in the State of Florida. EIN: 45-3782061*



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include chronologically, by vendor, by type of procurement, etc.). Whatever form of documentation and filing is employed, the purpose of this section is to ensure that a clear and consistent audit trail is established. At a minimum, source document data must be sufficient to establish the basis for selection, basis for cost, (including the issue of reasonableness of cost), rationale for method of procurement and selection of contract type, and basis for payment.

### **Locally Owned, Minority-Owned, Female-Owned and Small Businesses**

All necessary affirmative steps will be taken and documented to support engagement with locally owned, minority-owned, female-owned and small businesses. A list of locally owned, minority-owned, female-owned and small businesses and also minority businesses located within the trade region shall be maintained and used when issuing RFPs and RFQs. This list shall also be consulted when making purchases. GEM will use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce to help ensure this.

### **Conflict of Interest**

No GEM employee, consultant, elected official, appointed official or designated agent will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists. A conflict of interest occurs when the official, employee or designated agent of GEM, partners of such individuals, immediate family members, or an organization which employs or intends to employ any of the above has a financial or other interest in any of the competing firms. No GEM employee or designated agent may acquire a financial interest in or benefit in any way from any activity which uses any portion of GEM funding, nor shall they have any interest in any contract, subcontract or agreement for themselves or any family members.

These rules apply to all and shall be effective for the period of service and for one year after leaving their position with GEM or in office.



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## **Gratuities**

GEM strictly forbids any employee or designated agent to solicit or accept gratuities, favors, or anything of monetary value from vendors, prospective vendors, or potential subcontractors.

## **Penalties**

Any GEM employee or designated agent who knowingly and deliberately violates the provisions of this code may be subject to civil suit by GEM without the organization's legal protection. Furthermore, such violation is grounds for dismissal by GEM or such sanctions as available under law. Any vendor who knowingly and deliberately violates the provisions of this code will be barred from future transactions with GEM.