

**Ways and Means Committee Meeting
Delaney, CHAIRMAN
(Proehl, Drury)**

**Thursday, September 28, 2017
4:30 PM**

AGENDA

1. Call to Order
2. Roll Call
3. Public Input
4. Approval of Minutes of July 27 , 2017
5. Recommendation to Commission the approval of August 2017 Financial Reports and Billings (Resolution 18-10)
6. Motion to approve and forward Procurement Policy to Full Commission
7. Motion to approve FY18 Budget Amendment (Handout)
8. Other
9. Adjournment

**Ways and Means Committee Meeting
Delaney, CHAIRMAN
(Proehl, Drury)**

**Thursday, July 27, 2017
4:30 PM**

MINUTES

1. Call to Order
Chairman Delaney called the meeting to order at 4:30 pm
2. Roll Call
Present: Delaney, Drury, and Proehl. Staff: Miller, Lees, and Sloan
3. Public Input- none
4. Approval of Minutes of May 25, 2017
Proehl moved to approve the May 25, 2017 minutes and Drury seconded. Motion carried.
5. Recommendation to Commission the approval of May/June 2017 Financial Reports and Billings (Resolution 18-01)
Drury moved to recommend to Commission the approval of May/June 2017 Financial Reports and Billings (Resolution 18-01) and Proehl seconded. Motion carried.
 - o Sloan reported on the following:
 - Operating cash is \$492,750, accounts receivables is \$121,473, and accounts payables is \$13,400.
 - Revenue is \$117383, and expenses are \$108,251 which leaves a net income of \$9131 for the month.
 - Operating revenue was up \$3000 from May. June had 22 working days and 1 new employee started in June creating more billable time, more revenue.
 - Overall, we were positive for the month and expect July to be lower with 2 less working days.
 - o Delaney asked about the account receivables now that the state has a budget are they paying? Miller responded that most of our money is federal funded so the state must pay within a time frame. Also, the state has ok'd state urban and rural funds for grants.
6. Other
 - o Miller updated that money for in & out consultants for funded projects (urban and complete streets) Reese has asked TCRPC to consider regional complete streets.
 - o Proehl commented on a concern of County dues. Miller explained the process.
7. Adjournment
Proehl moved to adjourn at 4:55 pm and Drury seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Recorded and transcribed by: Debbie Ulrich

RESOLUTION 18-10

A RESOLUTION OF THE TRI-COUNTY REGIONAL PLANNING COMMISSION TO APPROVE THE FINANCIAL REPORTS AND BILLINGS FOR AUGUST 2017

WHEREAS, the Tri-County Regional Planning Commission is required to establish and maintain proper accounting procedures and cash management records in accordance with Generally Accepted Accounting Principles (GAAP) as applied to governmental agencies, and

WHEREAS, on a monthly basis, the staff accountant prepares end-of-month financial reports and a listing of cash disbursements, and

WHEREAS, the Ways & Means Committee has reviewed the end-of-month financial statements and cash disbursements report for August 2017, and recommends that the Commission approve said reports.

THEREFORE, BE IT RESOLVED BY THE COMMISSION AS FOLLOWS:

That the financial reports and cash disbursements for August 2017 are approved.

Presented this 28th day of September 2017

Adopted this 28th day of September 2017

Stephen Van Winkle, Chairman
Tri-County Regional Planning Commission

ATTEST:

Eric W. Miller
Executive Director
Tri-County Regional Planning Commission

TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF ASSETS, LIABILITIES, & NET ASSETS
AUGUST 31, 2017

ASSETS	AUGUST 31, 2017	JULY 31, 2017	AUGUST 31, 2016
Current Assets			
Checking/Savings			
Restricted Cash:			
100012 · Checking - Flexible Benefits	1,620	1,620	1,720
100016 · South Side - Unvested Retirement	16,548	16,669	9,022
100011 · Checking - PPUATS	152,144	121,458	146,499
100018 · Checking - IL MPO Advisory Council	19,238	19,238	19,238
Total Restricted Cash - South Side Bank	189,550	158,985	176,479
Unrestricted Cash:			
100010 · Checking - South Side Bank	419,997	443,259	348,511
Total Checking/Savings South Side Bank	609,548	602,244	524,991
100020 · Accounts Receivable	223,992	267,024	238,242
Other Current Assets			
100025 · Due from Grant Funds	-	-	-
100050 · Prepaid Expenses	13,346	14,321	12,479
Total Other Current Assets	13,346	14,321	12,479
Total Current Assets	846,886	883,589	775,712
Fixed Assets			
100040 · Office Furniture	54,533	54,533	54,533
100042 · Computer Equipment	83,413	83,413	70,668
100044 · Vehicles	41,567	41,567	41,567
100046 · Leasehold Improvements	7,080	7,080	7,080
Less: Accumulated Depreciation	(171,842)	(171,016)	(169,509)
Total Fixed Assets	14,751	15,577	4,338
TOTAL ASSETS	\$ 861,636	\$ 899,166	\$ 780,050
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
200010 · Accounts Payable	6,083	39,474	11,151
Other Current Liabilities			
200009 · IDOT Payable	-	-	-
200015 · Accrued Expenses	2,981	2,731	2,000
200021 · Accrued Payroll	23,454	21,471	21,174
200055 · Vacation/Personal Time	35,323	32,245	36,418
200056 · Unvested Retirement Account	16,533	16,654	9,013
200060 · Employer Liabilities	4,082	3,185	3,422
200071 · Deferred Revenue - PPUATS	189,521	202,241	178,258
200092 · Deferred Revenue - IDNR	-	-	-
200095 · Deferred Revenue - IL MPO	19,238	19,238	19,238
200103 · Deferred Revenue - Woodford Co.	2,800	3,733	4,000
200104 · Deferred Revenue - Regional Server	7,500	8,250	7,500
200105 · Deferred Revenue - MPO Special Project	-	-	1,101
Total Other Current Liabilities	301,432	309,749	282,124
Total Current Liabilities	307,515	349,223	293,275
Total Liabilities	307,515	349,223	293,275
Equity			
310000 · General Fixed Asset Equity	5,710	5,710	5,710
350000 · Capital Contribution	193,000	193,000	193,000
390000 · Retained Earnings	342,006	342,006	268,859
Net Income	13,405	9,227	19,206
Total Equity	554,121	549,943	486,775
TOTAL LIABILITIES & EQUITY	\$ 861,636	\$ 899,166	\$ 780,050

**TRI-COUNTY REGIONAL PLANNING COMMISSION
COMPARATIVE STATEMENTS OF INCOME AND EXPENSE
AUGUST 2017**

	<u>Month of AUGUST 2017</u>	<u>Month of JULY 2017</u>	<u>Current FY YTD</u>	<u>Previous FY YTD</u>	<u>Annual FY18 Budget</u>	<u>% Annual FY18 Budget</u>
Income						
400010 · FHWA PL Fund	40,194	53,823	94,017	83,645	626,676	15.0%
400011 · FTA Section 8	10,686	14,615	25,301	23,859	166,757	15.2%
400015 · PPUATS Matching	12,720	17,110	29,830	26,876	198,358	15.0%
400020 · Regional/Local Funds	3,438	3,437	6,875	8,000	41,250	16.7%
400022 · Woodford County GIS	2,936	1,576	4,511	12,677	45,000	10.0%
400136 · Municipal GIS Support Services	413	525	938	1,283	-	
400140 · Tazewell Co. Zoning	754	754	1,508	1,666	9,000	16.8%
400200 · Interest Income	91	84	175	151	500	34.9%
400210 · Other	-	-	-	-	-	
400240 · Woodford County Planning	-	-	-	-	500	0.0%
400254 · Human Services Trans. Plan	3,984	2,579	6,563	16,547	62,000	10.6%
400271 · Regional Server Partnership	750	750	1,500	5,250	10,000	15.0%
400276 · JARC/New Freedom	-	14,979	14,979	-	-	
400279 · Homeless Info. Mgt. Systems	-	-	-	3,300	-	
400290 · Tazewell Co. GIS Data Requests	-	-	-	-	-	
400291 · JARC - carpool	-	-	-	-	5,000	0.0%
400315 · GPSD GIS Staffing	2,115	2,415	4,529	3,701	25,000	18.1%
400319 · IDOT State Planning Funds	-	-	-	-	-	
400322 · Hazard Mitigation Plan	-	-	-	-	48,713	0.0%
400323 · Peoria Park District	300	188	488	1,628	-	
400324 · Regional Ortho Photo	-	-	-	-	-	
400325 · FTA 5310 Admin Fee	-	-	-	-	10,000	0.0%
400326 · Para-Transit Study	-	-	-	-	-	
400328 · MPO Special Projects	-	-	-	12,522	-	
400329 · IDOT Dist 4	-	1,565	1,565	-	-	
Total Income	\$ 78,378	\$ 114,399	\$ 192,777	\$ 201,104	\$ 1,248,755	15.4%
Expense						
500010 · Advertising and Printing	712	42	754	211	3,000	25.1%
500012 · Community Events	-	-	-	-	500	
500015 · Contractual Services	2,950	16,543	19,493	33,100	290,000	6.7%
500020 · Copier	404	629	1,033	973	10,000	10.3%
500025 · Computer Software and Support	845	23,221	24,067	18,265	37,000	65.0%
500030 · Equipment Maintenance	11	252	263	93	4,000	6.6%
500035 · Group Health Insurance	6,032	6,435	12,467	12,190	84,000	14.8%
500036 · General Insurance	1,011	1,011	2,022	2,046	18,000	11.2%
500040 · Membership and Subscriptions	-	1,695	1,695	1,600	7,500	22.6%
500050 · Miscellaneous	448	365	814	338	2,500	32.5%
500070 · Office Supplies	213	869	1,082	749	4,000	27.1%
500080 · Postage	90	-	90	293	500	18.0%
500085 · Rent	2,849	2,849	5,697	5,697	34,184	16.7%
500086 · Retirement	2,125	2,048	4,173	5,312	27,000	15.5%
500090 · Telephone	426	552	978	1,425	7,500	13.0%
500100 · Conference Travel	1,435	-	1,435	231	5,000	28.7%
500110 · Utilities	380	380	760	786	7,000	10.9%
500111 · Travel	50	172	222	350	5,000	4.4%
500115 · Conference Registration	-	-	-	1,322	11,500	0.0%
500120 · Professional Services	-	-	-	540	55,000	0.0%
500130 · Space Costs	1,153	1,236	2,389	2,103	13,000	18.4%
510000 · Depreciation Expense	826	118	944	278	5,000	18.9%
520000 · Salaries	48,211	43,122	91,333	87,144	511,759	17.8%
520600 · Payroll Taxes	4,028	3,633	7,661	6,852	40,300	19.0%
Total Expense	\$ 74,200	\$ 105,172	\$ 179,372	\$ 181,898	\$ 1,183,243	15.2%
Net Income	\$ 4,178	\$ 9,227	\$ 13,405	\$ 19,206	\$ 65,512	20.5%

TRI-COUNTY REGIONAL PLANNING COMMISSION
STATEMENTS OF CASH FLOW
AUGUST 2017

OPERATING ACTIVITIES	<u>AUGUST 2017</u>	<u>YTD</u>
Net Income	\$ 4,178	\$ 13,405
Adjustments to reconcile Net Income to net cash provided by operations:		
Depreciation	826	944
Effects of changes in operating assets and liabilities:		
100020 · Accounts Receivable	43,033	(81,983)
100050 · Prepaid Expenses	975	3,619
200010 · Accounts Payable	(33,391)	(27,853)
200015 · Accrued Expenses	250	500
200021 · Accrued Payroll	1,983	1,787
200055 · Vacation/Personal Time	3,077	3,700
200056 · Unvested Retirement Account	(121)	1,136
200060 · Employer Liabilities	897	1,356
200071 · Deferred Revenue - PPUATS	(12,720)	127,435
200103 · Deferred Revenue - Woodford Co.	(933)	(1,867)
200104 · Deferred Revenue - Regional Server	(750)	7,500
200105 · Deferred Revenue - MPO Special Project	0	0
Net cash provided by Operating Activities	<u>7,304</u>	<u>49,680</u>
INVESTING ACTIVITIES		
100042 · Computer Equipment	-	-
100046 · Leasehold Improvements	-	-
Net cash provided by Investing Activities	<u>-</u>	<u>-</u>
FINANCING ACTIVITIES		
350000 · Capital Contribution	-	-
Net cash provided by Financing Activities	<u>-</u>	<u>-</u>
Net cash increase/(decrease) for period	7,304	49,680
Cash at beginning of period	<u>602,244</u>	<u>559,867</u>
Cash at end of period	<u>\$ 609,548</u>	<u>\$ 609,548</u>

Tri-County Regional Planning Commission
A/R Aging Summary
As of August 31, 2017

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
207-HSTP	3,984.21	0.00	2,578.88	0.00	58.16	6,621.25
304.1-Mackinaw Contract	0.00	0.00	0.00	0.00	-512.50	-512.50
304.5-Woodford County Health Dept	75.00	0.00	525.00	0.00	0.00	600.00
500-GREATER PEORIA SANITARY DISTRICT	2,114.72	0.00	0.00	0.00	0.00	2,114.72
600-WOODFORD COUNTY GIS IMPLEMENTATION	2,935.58	1,575.58	0.00	0.00	0.00	4,511.16
City of El Paso	337.50	0.00	0.00	0.00	0.00	337.50
FTA 8 Fund	10,685.73	0.00	18,147.29	0.00	0.00	28,833.02
IDOT DIST 4	0.00	0.00	1,564.69	0.00	0.00	1,564.69
PEORIA COUNTY DUES	1,333.33	1,333.33	0.00	0.00	0.00	2,666.66
Peoria Park District'	300.00	0.00	187.50	0.00	0.00	487.50
PL Funds	40,193.66	0.00	66,719.81	0.00	0.00	106,913.47
PPUATS	0.00	0.00	0.00	0.00	0.00	0.00
PPUATS Peoria County	0.00	0.00	0.00	35,153.64	0.00	35,153.64
PPUATS Tazewell County	0.00	0.00	0.00	27,947.65	0.00	27,947.65
PPUATS Village of Bartonville	0.00	0.00	0.00	2,340.80	0.00	2,340.80
TAZ CO PLANNING CONTRACT	753.75	0.00	146.00	0.00	0.00	899.75
TAZEWLL COUNTY DUES	1,170.84	1,170.83	1,170.83	0.00	0.00	3,512.50
TOTAL	63,884.32	4,079.74	91,040.00	65,442.09	-454.34	223,991.81



ERIC MILLER

Account Number: XXXX XXXX XXXX 9435

ACCOUNT SUMMARY

Credit Limit	\$5,000.00
Credit Available	\$3,243.00
Statement Closing Date	August 26, 2017
Days in Billing Cycle	31
Previous Balance	\$253.22
- Payments & Credits	\$749.92
+ Purchases & Other Charges	\$2,253.65
+ Balance Transfer	\$0.00
+ Cash Advances	\$0.00
+ FEE CHARGED	\$0.00
+ INTEREST CHARGED	\$0.00
= New Balance	\$1,756.95

Questions? Call Card Services 1-800-248-9600
 Or Write: PO BOX 2360
 Omaha, NE 68108
 Or email: mail: info@southsidebank.com

PAYMENT INFORMATION

New Balance	\$1,756.95
Minimum Payment Due	\$88.00
Payment Due Date	September 23, 2017

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay a \$20.00 late fee.

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take longer to pay off your balance. For example:

If you make no additional charges using this card and each month you pay...	You will pay off the balance shown on this statement in about...	And you will end up paying an estimated total of...
Only the minimum payment	7 years	\$2,402.00
\$63.00	3 years	\$2,252.00 (Savings = \$150.00)

If you would like information about credit counseling services, call 1-888-671-2227

Notice: SEE REVERSE SIDE FOR MORE IMPORTANT INFORMATION

TRANSACTIONS

Tran Date	Post Date	Reference Number	Transaction Description	Amount
07/26	07/27	24692166F2X8RXEJH	Intuit *PayrollEE usag 800-446-8848 CA	23.38
07/28	07/30	24445006H5SA84ESM	WPY*ILAPA RA 855-469-3729 CA PL	150.00
07/28	07/30	24445006H5SA84EX1	WPY*ILAPA MB 855-469-3729 CA PL	150.00
07/28	07/30	24445006H5SA84EZA	WPY*ILAPA HM 855-469-3729 CA	275.00
07/28	07/30	24445006H8PK4WTK7	WPY*ILAPA RH 855-469-3729 CA	275.00
07/28	07/30	24445006H8PK4WTMG	WPY*ILAPA RL 855-469-3729 CA	175.00
07/28	07/31	24388946KJAV9Y2J1	U OF IL ONLINE PAYMENT 217-2449384 IL MB	125.00
07/28	07/31	24388946KJAV9Y3E4	U OF IL ONLINE PAYMENT 217-2449384 IL RA	125.00
07/28	07/31	24388946KJAV9Y3W2	U OF IL ONLINE PAYMENT 217-2449384 IL	125.00
07/29	08/01	24725196LS66JDYQ8	STARVED ROCK LODGE/CON OGLESBY IL RL	121.70

RECEIVED
9-5-17

Transactions continued on next page

TRANSACTIONS (continued)

Tran Date	Post Date	Reference Number	Transaction Description	Amount
08/02	08/03	24445006PBLL4K3RJ	WM SUPERCENTER #1028 EAST PEORIA IL	21.46
08/10	08/11	24906416Y180HBSQN	SMK*SURVEYMONKEY.COM 971-2445555 CA	35.00
08/11	08/11	74966656ZEHNFX3DF	PAYMENT-MAIL THANK YOU PEORIA IL	253.22
08/13	08/14	2469216712XNHD64G	LOGMEIN*GOTOMEETING 855-837-1750 CA	36.00
08/15	08/17	24610437403PYA3QZ	ADOBE *CREATIVE CLOUD 800-833-6687 CA	53.11
08/18	08/18	747251978S66LBR92	STARVED ROCK LODGE/CON OGLESBY I CREDIT	121.70
08/18	08/20	2444500765SA99V28	WPY*ILAPA Mb 855-469-3729 CA	125.00
08/18	08/20	2444500765SA99V7N	WPY*ILAPA RA 855-469-3729 CA	125.00
08/21	08/21	74388947AJAW9TEDH	U OF IL ONLINE PAYMENT URBANA IL CREDIT	125.00
08/21	08/21	74388947AJAW9TF26	U OF IL ONLINE PAYMENT URBANA IL CREDIT	125.00
08/21	08/21	74388947AJAW9TF6B	U OF IL ONLINE PAYMENT URBANA IL CREDIT	125.00
08/23	08/24	24765017Q60TJMGY	FACET/NERDS ON CALL 309-353-4727 IL	298.00
08/23	08/24	24906417B18FW70N3	FS *wireframe.cc 877-3278914 CA	15.00
TOTAL FEES FOR THIS PERIOD				0.00
INTEREST CHARGED				
08/26	08/26		Interest Charge on Purchases	0.00
08/26	08/26		Interest Charge on Cash Advances	0.00
TOTAL INTEREST FOR THIS PERIOD				0.00

Totals 2017 Year-to-Date	
Total fees charged in 2017	\$15.00
Total interest charged in 2017	\$0.00

REWARDS SUMMARY

Available Points 3,574

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	ANNUAL PERCENTAGE RATE (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	16.90% (f)	\$0.00	31	\$0.00
Cash Advances	16.90% (f)	\$0.00	31	\$0.00

(v) = variable (f) = fixed

IMPORTANT MESSAGES

Access to your South Side Bank Visa account is available via the internet. You can change account information, view history, sign up for electronic payment and view your statement online. Go to www.southsidebank.com and click on the Card Services link to sign up today.

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VVC

Procurement Policies and Procedures

Purpose

The purpose of this policy is to ensure that goods and services purchased by Tri-County Regional Planning Commission (TCRPC) are obtained in a cost-effective manner and in compliance with federally and state regulations and ensure fair and equal treatment is provided to all parties involved. All purchases are made according to the provisions within this policy and other applicable funding source regulations.

Scope

This policy applies to the Executive Director, Program Managers, and any other employees authorized to initiate and/or approve purchases paid with federal, state, and local funds.

Responsibility

The TCRPC has delegated the responsibility and authority for implementing the procurement policies and procedures to the Executive Director or his/her designee. The Executive Director or his/her designee is responsible for determining whether a purchase is allowable under the terms of the federal and state programmed funds and grants and will ensure purchases are in accordance with this policy. Executive Director has express board approval for procurement under \$1000. Any procurement of \$1000 or more shall require board approval.

Policy Statement

The TCRPC policy is as follows:

- It is the policy of TCRPC to insure that the procurement process is in accordance with Public Law 92-582 (Brooks Act), 2 CFR 200, 23 CFR 172, and 30 ILCS 500.
- TCRPC will avoid purchasing unnecessary items.
- All purchases shall be made of the highest quality appropriate to the required need within budgetary limitations.
- A purchase shall not be split into multiple smaller purchases in order to avoid the approval and documentation process.
 - For large purchases, such as subcontracts that are incrementally funded, the total anticipated amount of the purchase should be used to determine the procurement method.

- To make the most efficient use of resources available to the Commission from both public and private sources.
 - TCRPC will cooperate to the greatest extent feasible with other governmental units/public agencies in the joint procurement of recycled products and products designed to be recycled, and in the procurement or sale of other goods and service, in order to realize greater purchasing economies.
- To allow for competitive pricing in the procurement of all goods and services.
- To maintain an open and competitive policy, whereby all responsible suppliers will receive proper consideration.
- As per 55 ILCS 5/5-1022, when the bid process is utilized, the lowest responsible and responsive bidder conforming to bid specifications will be given the greater consideration.
- When comparable goods and services are available, the lowest responsible and responsive supplier will be given greater consideration.
- When using either the bid process or normal procurement process, and all other factors being equal; local vendors may receive preference.
- TCRPC reserves the right to accept or reject any or all Statements of Qualifications and/or bids.
- Gratuities or gifts, of any types, to TCRPC employees are prohibited both during the bidding process and after award of bid or contract for services. For more information, please review TCRPC Conflict of Interest policy in the Employee Handbook.
- Members of the TCRPC board shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest.
- All bids and quotes are subject to the State of Illinois Freedom of Information Act.
- For all contracts, the contractor shall be required to maintain adequate records appropriate for the type of contract and make such records available for inspection upon terms consistent with TCRPC's needs and requirements of state law (including FOIA and the Illinois Prevailing Wage Act [if applicable]).
- Based on federal standards in 2 CFR 200.321, TCRPC, as a non-federal entity, must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Positive efforts will also be made to use small businesses as much as possible.
- TCRPC will actively attempt to verify that a vendor is not debarred, suspended or otherwise excluded from or ineligible for participation in federal and state programs.

- TCRPC will make purchases consistent with funding agency guidelines with priority given to serving clients and customers of the TCRPC in a timely and responsive manner.

Methods of Procurement

It is the policy of the Tri-County Regional Planning Commission (TCRPC) that all procurement of goods and services shall fall under one of the following classifications:

Micro-Purchase Procedures

- The aggregate dollar amount of supplies and services cannot exceed \$3,000.
- TCRPC must distribute micro-purchases equitably, to the extent possible, among qualified suppliers.
- Soliciting competitive quotations is not required if the price is considered reasonable by TCRPC.

Small Purchase Procedures

- The aggregate dollar amount of supplies and services cannot exceed \$10,000.
- TCRPC must obtain a minimum of three written quotes, and may use a Request for Proposal (RFP) or Request for Qualifications (RFQ) for services, if deemed appropriate.
- The required three written quotes are waived if the items purchased are available through competitively solicited contracts bid and negotiated by the State of Illinois, U.S. General Services Administration, or other lead public agency or non-profit government purchasing alliance in accordance with public purchasing rules and regulations as allowed by Illinois state statute (5 ILCS 220/3).

Competitive Bid/Qualifications-Based Selection (QBS) Procedures

- The aggregated dollar amount of supplies and services exceeds \$10,000.
- Requests for Proposals or Qualifications may be used in lieu of a competitive bid when the goods or services required, due to their nature, do not fall in a classification for which clearly established technical specifications can be provided to bidders.

Sole Source Procurement

- Sole source procurement is a non-competitive vendor selection.
- Contracts may be awarded without use of the specified method of source selection when there is only one economically feasible source for the item.
- The item is available only from a single source.

- Only one response was received from a formal solicitation for quotes/proposals. The justifications must include a list of vendors/contractors solicited and a copy of the RFQ/RFP used.
- Documentation related to sole source procurement must be as comprehensive as possible and demonstrate to an outside observer that the reasons for a noncompetitive procurement were reasonable and compelling.
- The reason for the determination of using sole source procurement shall be in the form of a memorandum and retained with the contract.

Emergency Procurement

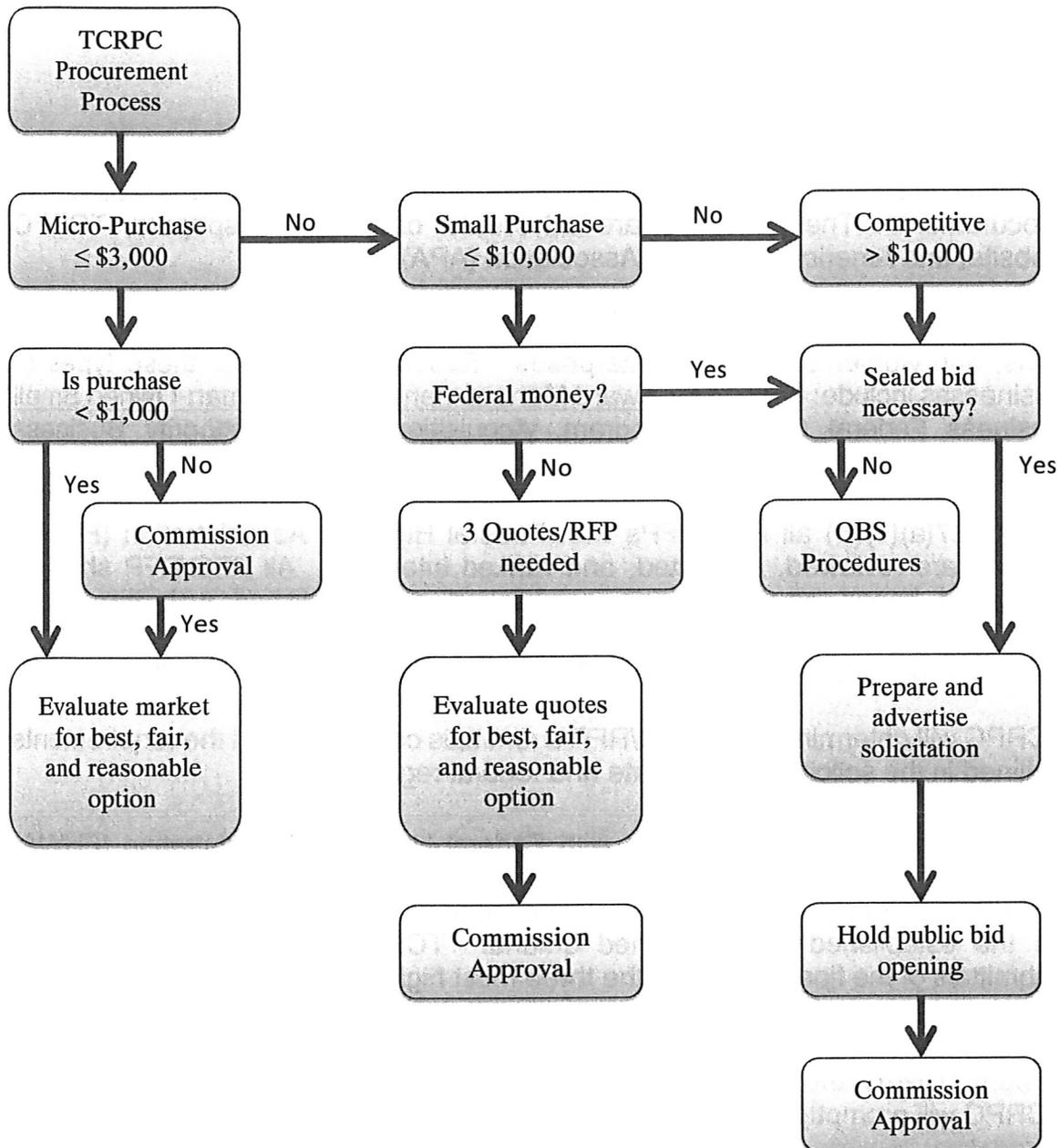
In emergency situations, the Executive Director, in consultation with the Chairman, shall have the authority to waive the procurement procedures set forth in this document and to effect purchases in excess of the amounts otherwise provided in this document to the following procedures:

- An emergency for the purpose of this subsection shall be defined as unexpected situation with imminent disruption of essential operations or conditions adversely affecting the health, welfare or safety of persons, property or equipment which can be rectified only by immediate on-the-spot purchases or rental of commodities, printing or services.
- In emergency situations of this type, the Executive Director shall not be required to comply with normal procurement policies and procedures and shall be empowered to negotiate and execute contracts without prior approval of the Commission up to ten thousand dollars (\$10,000) in total expenses. For emergency procurement in excess of ten thousand dollars (\$10,000) the Executive Director shall obtain the approval of the chairman of the Commission.
- When the Executive Director and Commission Chairman have declared an emergency, and when time allows, the Executive Director or his/her designee must distribute emergency purchases equitably, to the extent possible, among qualified suppliers.
- Soliciting competitive quotations is not required if the price is considered reasonable by the Executive Director or his/her designee.
- The reason for the determination of the emergency shall be recorded in the form of a memorandum and retained with the contract. The memorandum shall contain: (1) the nature of the emergency, (2) vendor(s) name and address, (3) total amount expended, and (4) items or services provided.
- The Commission shall be notified of any emergency purchases made pursuant to this policy at their next regular meeting.
- Exceptions to the Commission procurement policy may occur in order to satisfy funding agency requirements and the associated provision of client services in a timely and responsive manner.

Procurement Procedures

TCRPC procurement procedures are as follows:

1. First, it is the responsibility of the Executive Director or his/her designee to review the funding grant or contract and applicable regulations to ensure that the goods or services to be purchased or contracted are allowable, and there are no additional procurement conditions, specific to that award, that supersede Tri-County Regional Planning Commission policies and procedures outlined in this document.
2. Determine an estimated price of the purchase or contract and follow the appropriate procedures outlined in the Methods of Procurement.



Qualification Based Selections (QBS) Procedures

1. Prepare RFQ/RFP packages, which will include:
 - Introduction
 - Agency Background
 - Project Information and General Requirements
 - Submittal Contents
 - Schedule
 - Selection Process/ Evaluation Factors
 - Submittal Information
 - Contract Development
 - Deliverables
 - Compliance with Laws
 - Questions
2. Advertise the RFQ/RFP packages per the requirements outlined in the Methods of Procurement. The packages are advertised on local newspapers, TCRPC website, and American Planning Association (APA) website.
3. Demonstrate positive efforts made to utilize small businesses, minority-owned firms, and women's business enterprises. Resources to locate these types of businesses include: System for Award Management (SAM), Woman-Owned Small Business Federal Contract Program, Acquisition Central, Minority Business Development Agency, and the Illinois Procurement Bulletin.
4. Per 172.7(a)(1)(iv) all RFQ/RFPs with Federal Highway Administration (FHWA) funding are reviewed, evaluated, and ranked internally. All RFQ/RFP shall be evaluated based on the criteria established and published with the public solicitation. All submitted competitive bids will be opened and review during a public bid openings per the requirements outlined in the Methods of Procurement.
5. TCRPC will determine if the RFQ/RFP submittals comply with all the requirements outlined in the solicitation and state and federal regulations.
6. Per 172.7(a)(1)(iv) all RFQ/RFPs with Federal Highway Administration (FHWA) funding will be ranked by TCRPC in order of preference, and select the top three RFQ/RFP determined most highly qualified to perform the solicited services based on the established and published criteria. TCRPC will notify all RFQ/RFP submittals of the final ranking of the three most highly qualified firms.
7. TCRPC will Prevent, identify, and mitigate any conflicts of interest for employees of both TCRPC and the consulting firm. If any conflict of interests are identified TCRPC will promptly disclose the findings in writing to the funding source.

8. Debarment and Suspension - No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." It is required that TCRPC verifies and documents the selected firm's status by confirming the System for Award Management (SAM) to ensure that Prime Consultant and its Sub-Consultant(s) are not currently debarred, suspended and/or excluded from participation.
9. Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.
10. TCRPC will select an appropriate contract type, payment method, contract terms, and required federal contract provisions, assurances, and certifications in accordance with 23 CFR 172.9.
11. TCRPC will negotiate the top ranked submittal form. In the event of failed contract negotiations, TCRPC must proceed to the next highest ranked firm. When an agreement is made, TCRPC will follow the contract policies outlined in the next session.
12. Any additional work or services which were not included in the original solicitation and evaluation from which the qualifications-base selection was made should be procured under a new advertisement in accordance with 23 CFR 172.7(a)(1) and 23 U.S.C. 112 (b)(2) (A). Only services included in the original solicitation may be incorporated into a contract.
13. TCRPC will retain supporting documentation of the solicitation, proposal, evaluation, and selection of the consultant in accordance with 23 CFR 172.7 (a)(1)(iv)(F) and 2 CFR 200.333.
14. TCRPC will resolve any disputes in the procurement, management, and administration of goods and services.

Contracts

TCRPC contract policies are as follows:

- TCRPC reserves the right to have an Attorney's Office, being public or private, review contracts prior to final signature by the Executive Director upon the request by the Executive Director or designee.
- Contracts shall include reference of required federal contract provisions in accordance with 23 CFR 172.9(c)

- Contracts shall include reference of assuring consultant compliance with Federal cost principles in accordance with 23 CFR 172.11.
- An errors and omissions clause shall be included in the contract in accordance with 23 CFR 172.5(c).
- Contracts shall be signed by the Executive Director only after all required endorsements to awarded bidders insurance and proof of coverage have been received by TCRPC staff for review and retention through the contract service periods or until goods/services have been received (or as required by law).
- Contracts for goods/services may be awarded with the option for continuing the relationship for more in depth and additional studies/plans or purchasing of goods if federal funds are not being used.
- All contracts for goods/services which have been approved by the TCRPC board will be signed by the Executive Director.
- Contracts shall not be considered executed unless signed by the authorizing representative of TCRPC.
- A system for contract administration shall be maintained to ensure contractor conformance with the terms, conditions and specifications of the contract and to ensure adequate and timely follow up of all purchases. TCRPC shall evaluate contractor performance and document, as appropriate, whether contractors have met the terms, conditions and specifications of the contract. Once the contract has been satisfied, TCRPC will close out the contract and gather necessary documentation.
- TCRPC shall assess remedies for contract violations if contractor fails to conform to the terms, conditions and specifications outlined in the contract.