



Title: Purchasing Policy	
Effective Date: September 1, 2005	Page 1 of 2

A. Policy

The mission of the Illinois Law Enforcement Alarm System (ILEAS) is to meet the needs of law enforcement throughout the State of Illinois in matters of mutual aid and emergency response. As such, equipment and materials will be required from time to time to assist in this mission. Procurement of vital equipment and materials is time sensitive and requires a policy that affords maximum flexibility and yet conforms to acceptable ethical and legal standards. It is the policy of ILEAS to purchase items in a legal and defensible manner pursuant to applicable regulations and laws and to avoid apparent, perceived or real conflicts of interest, improper or illegal behavior and imprudent spending.

B. Purpose

The purpose of this document is to outline the ILEAS acquisition and purchasing policy and procedure.

C. Procedure

1. Governing Board and Executive Committee

- a) All contracts must be signed by two Executive Committee members or one Executive Committee member and the ILEAS Executive Director. In an emergency situation where it is not possible or feasible to obtain the appropriate signatures, contracts may be executed by the Executive Director with written consent from an Executive Committee member. For purposes of this section, email is considered written consent.
- b) Any ILEAS Governing Board member who has a potential conflict of interest shall specifically recuse himself from the Governing Board action on that matter.
- c) The Executive Committee will establish a Budget Committee that will meet periodically to review budget issues. The Treasurer and the Executive Director are mandatory Budget Committee members.
- d) Regardless of who does the research and develops purchases, the Executive Director and the ILEAS Administrative Office contract staff will place the actual order after gaining authorization pursuant to the established purchasing process.
- e) The Governing Board shall pass an annual budget authorizing the contract staff to make purchases, acquisitions, negotiate and enter into contracts and other standard business activity to implement the programs outlined in the annual budget.

2. Executive Director

- a) The Executive Director will keep the Treasurer and the Executive Committee informed during the entire purchasing process.

President Signature:	Vice-President Signature:
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- b) The ILEAS Executive Director and Executive Committee will work closely with staff from the Illinois Emergency Management Agency (IEMA) with regard to grant and purchasing processing.
- c) The Treasurer and the Executive Director, with assistance and guidance of the IEMA staff, will develop and publish an established purchasing and acquisition process.
- d) The Executive Director and the Treasurer will supply the Governing Board with monthly financial statements regarding all aspects of the ILEAS budget.

3. Purchasing

- a) All purchases must be pursuant to one of the following conditions:
 - i. State Bid Vendor
 - ii. Federal GSA Vendor
 - iii. Under \$10,000 in value for any single item
 - iv. Competitive bid with a minimum of three bids
 - v. Sole source provider
 - vi. Governing Board Authorization
- b) During an emergency or critical situation, the Executive Director may make acquisitions outside of the criteria in (B)(3)(a) above with the written permission of an Executive Committee member. If an expenditure is made pursuant to this section, it shall be brought to the Governing Board at the next scheduled meeting for review.
- c) When, in the sole discretion of the ILEAS Governing Board, it is determined that a purchase is in the best interest if the membership, the Governing Board may authorize purchases which are not the lowest competitive bid due to the quality, support of service, timeliness in delivery or other such reasonable factors.
- d) All contracts and purchases over \$100,000 in value must be approved by the Governing Board by a majority vote.
- e) No purchase is made without an ILEAS Purchase Order number or prior approval from the Executive Officer or Treasurer.
- f) No equipment with a value over \$100 will be distributed without a signed receipt.
- g) All equipment distributions will be centralized as much as possible.
- h) A purchasing package will be developed and maintained by both the Treasurer and the Executive Director.

4. Audits

- a) All purchases must be audited on an annual basis by an independent, licensed auditor.
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