

ADDENDUM NO. 3

Caldwell County

Procurement/Purchasing Policy

Purpose: This amendment is adopted to ensure Caldwell County's Procurement Policies and Procedures are fully compliant with 2 CFR §§200.318–200.327.

1. Federal Procurement Standards Adoption Caldwell County formally adopts and will adhere to the procurement requirements set forth in 2 CFR §§200.318 through 200.327, including all mandatory contract clauses in Appendix II to Part 200.

2. Micro and Small Purchase Thresholds and Requirements Procurements will be categorized by the following thresholds:

- **Micro-purchases:** ≤ \$10,000 (or ≤ \$2,000 for construction subject to Davis-Bacon).
 - No quotes required if the price is considered reasonable, but must be documented.
- **Small purchases:** > \$10,000 and ≤ \$50,000 (County threshold).
 - Requires at least three written quotes and documentation of selection rationale.
- **Sealed Bids/Formal Procurement:** > \$50,000
 - Requires publicly solicited sealed bids with formal bid opening procedures.

3. Price and Cost Analysis Price or cost analysis shall be conducted for every procurement action above the simplified acquisition threshold (\$250,000), and in connection with every contract modification. Documentation of such analyses shall be retained in the procurement file.

4. Required Contract Provisions All federally funded contracts must include applicable provisions as outlined in 2 CFR Part 200, Appendix II, including but not limited to:

- Termination for cause/convenience
- Equal Employment Opportunity
- Davis-Bacon Act (if applicable)
- Contract Work Hours and Safety Standards Act

- Rights to Inventions
- Clean Air Act and Clean Water Act
- Byrd Anti-Lobbying Amendment

5. Suspension and Debarment Compliance Prior to the award of any federally funded contract or subcontract, Caldwell County shall verify that the contractor or vendor is not suspended or debarred by checking the federal System for Award Management (SAM.gov). Documentation of the verification shall be retained.


6. Conflict of Interest Standards The County shall prohibit the participation of any employee, officer, or agent in the selection, award, or administration of a contract supported by federal funds if a conflict of interest, real or apparent, exists. This includes:

- A financial or other interest in a firm considered for a contract.
- Relationships with family members, partners, or an organization with which the employee is negotiating employment. Violations may result in disciplinary action, up to and including termination.

7. Recordkeeping and Documentation For every procurement using federal funds, the County shall maintain documentation of:

- The rationale for the method of procurement;
- The basis for contractor selection;
- The basis for the contract type;
- Price or cost analysis;
- All required approvals and conflict checks. Records shall be maintained for at least 3 years after final payment.

8. Use of Federal Funds and Source Identification Procurements funded in whole or in part with federal disaster recovery funds must include language in all solicitations and contracts identifying the funding source and applicable federal regulations.


 Hoppy Haden
 County Judge

5/13/25
 Date

