

Montana Wheat & Barley Committee Purchasing & Procurement Policy

The Montana Wheat and Barley Committee (“MWBC”) is provided for in Montana state law, and has the power and duty to perform the following:

- provide for research into the production, marketing, and uses of wheat and barley;
- enter into contracts or agreements with units of the Montana university system and other local, state, or national organizations, public or private, for the purposes of:
 - o improving wheat or barley quality,
 - o increasing production efficiency,
 - o developing marketing knowledge,
 - o developing markets,
 - o determining new uses for wheat or barley,
 - o developing alternative crops for wheat or barley,
 - o and oversight of all research and marketing contemplated by this part.

See § 80-11-205, MCA.

MWBC is exempt from the Montana Procurement Act (Title 18, Chapter 4 of the Montana Code Annotated). See § 80-11-225(1), MCA. While MWBC is exempt from the usual procurement procedures, MWBC is required to adopt its own “rules for procurement of goods and services necessary to the duties outlined in this part.” Sec. 80-11-225(2), MCA. MWBC may, as an option, choose to follow the Montana Procurement Act. In order to ensure that there are reasonable financial safeguards in place while performing its duties, MWBC adopts the following procurement/purchasing policy:

Purchasing limits:

- Purchases up to \$500: staff members may purchase at their discretion without prior approval.
- Purchases from \$501: \$1,000 – staff members may purchase with preapproval from Executive Director
- Purchases up to \$2,000: Executive Director¹ may purchase at his/her discretion.
- Purchases ranging from \$2,001 - \$10,000: Executive Director may purchase with approval from any of the following at the Dept. of Ag: Administrator,² Operations Manager,³ Chief Financial Officer (“CFO”),⁴ or Director.⁵
- Purchases over \$10,000: Executive Director may purchase with prior approval from a quorum of the MW&BC Board; these purchases also require approval from any of the following at the Dept. of Ag: Administrator, Operations Manager, or Director. Additionally these purchases require approval from CFO.

* Pre-approval for these purchases is best, and should be documented through email. If necessity dictates or timing issues arise, the Department can have some flexibility as to the timing of the approval.

¹ Current Executive Director of MWBC is Kent Kupfner.

² Current Administrator is Zach Coccoli.

³ Current Operations Manager is Mikal Wilkerson.

⁴ CFO position at MDA is currently vacant.

⁵ Current Director is Jillien Streit.

** Purchases also includes contracts for services. When considering a contract, its estimated total contract value is determined by the initial contract amount plus the amount of all renewal options.

*** Training, conference space rental, and catering are excluded from the Montana Procurement Act.

Source Selection Methods:

MWBC staff will follow the source selection methods:

1. Purchases less than \$10,000
 - a. MWBC staff can utilize exclusive statewide contracts for office supplies, State Print & Mail, and the electronic Montana Acquisition and Contract System (eMACS) whenever reasonable.
 - b. If not reasonable to use the methods listed above, MWBC staff can at their discretion utilize any purchasing technique that best suits the needs of the purchase.
2. Purchases \$10,000 - \$100,000
 - a. Minimum of three documented quotations for the purchase.
 - b. Final selection approved by Executive Director.
3. Purchases exceeding \$100,000
 - a. Minimum of three documented quotations for the purchase.
 - b. Final selection recommended by Executive Director and approved by the Board

Financial Controls:

MWBC Board will determine an annual operating budget.

MWBC quarterly board meetings will include a current financial report and budget review.

Other:

All contracts and amendments, including MOU's, grant agreements, and interagency agreements require approval from any one of the following at the Department of Ag: Administrator, Chief Financial Officer, or Director. Additionally these documents require approval from Legal Counsel.⁶

All cell phones, office furniture, or out of the ordinary purchases require approval from any one of the following at the Department of Ag: Administrator, Chief Financial Officer, Operations Manager, or Director.

Purchases of IT equipment (including computers, scanner, printers, software, maintenance/service agreements, and online software subscription services) require approval from any of the following at the Department of Ag: Administrator, CFO, or Director, and approval from the Chief Information Technology Officer.⁷

Media equipment, including cameras, video recorders, projectors, and GPS equipment Require approval from any of the following at the Department of Ag: Administrator, CFO, Operations Manager, or Director. Additionally, these purchases require approval from the Chief Information Technology Officer.

All personal vehicle use and lodging at actual costs requests require approval from any one of the following at the Department of Ag = Administrator, CFO, Operations Manager, or Director.

All out-of-state and in-lieu of travel requests require approval from the Administrator AND Director.

⁶ Current Legal Counsel is Anna Kecskes.

⁷ Current Chief Informational Technology Officer is Rick Corder.

MWBC staff may purchase food and alcohol in the course of their trade mission to promote wheat and barley as part of MWBC's statutory duties, but Executive Director approval is required. MWBC shall record the people in attendance and provide an itemized receipt for the food at these functions in order to demonstrate reasonableness.

Food may be purchased for employees, MWBC Board members, their guests and members of the public in attendance at MWBC functions. MWBC shall record the people in attendance and provide an itemized receipt for the food at these functions in order to demonstrate reasonableness.