



State Board of Civil Legal Aid

Category: Finance
Policy Number: 202
Title: Procurement and Expenditure Policy
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Procurement and Expenditure Policy

I. POLICY STATEMENT

It is the policy of the State Board of Civil Legal Aid to procure necessary goods and services in a manner which ensures that the agency is receiving the best value. Uniform policies shall be established to document that procurement practices are fair and reasonable, and ensure that the Board expends public funds in an efficient and effective manner. This policy applies to all employees.

“Goods” means all types of personal property including commodities, material, supplies, and equipment. “Services” includes both professional and technical services and services performed under a contract.

It is the policy of the Board to execute contracts that are based on authorized procurement methods, negotiated and executed on a timely basis and include provisions that safeguard the public interest. Contracts shall be encumbered prior to the commencement of service or the ordering of goods.

The Board shall establish uniform guidelines to prepare, negotiate, execute, amend, and monitor contractual agreements with vendors and to acquire goods, services and commodities that the Board does not have the expertise or resources to produce, or which may be delivered more efficiently or effectively by a vendor.

Contracts are intended to protect the interests of the agency and public by:

- A. Clarifying the exact goods or services that are being purchased.
- B. Identifying performance measures or features that are key to a particular item or service, such as timeliness, quality, or specific technical capabilities.
- C. Specifying terms and conditions for payment to the vendor.
- D. Standardizing language for routine but complex legal requirements.

II. IMPLEMENTATION AUTHORITY

Implementation of this policy shall be the responsibility of the Program Administrator.

III. EXECUTIVE LIMITATIONS

In carrying out this implementation authority, the Program Administrator shall consult with the Board. Generally, goods and services should be acquired through a competitive and open process.

Except where authorized by the Program Administrator, contracts including amendments shall be limited to five (5) years in length.

State Board of Civil Legal Aid, Chair

Date