

**Plymouth County**

**Federal Award**

**PROJECT MANAGEMENT**

**POLICY & PROCEDURES**

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Federal Cash Management

Plymouth County maintains the following procedures for cash management:

All federal contracts Plymouth County enters into (directly or indirectly) must include the following as applicable and be retained in a Contract Binder in the County office:

1. Requirements for subawards if allowed;
2. Requirements for cost analysis, match requirements, record keeping and billing procedures;
3. Specifics for suspension or extension options of contract; and
4. Any and all appropriate federal requirements and regulations that pertain to the award.

All grants and projects setup within the County’s accounting software include:

* CFDA title and number
* Federal award identification number and year
* Name of Federal Agency
* Name of pass-through entity, if any

All federal requirements pertaining to the specific contract and award shall be followed. Reimbursement requests for costs previously incurred shall follow stated guidelines and rules within the contract or award. Plymouth County shall monitor each contract’s costs and expenditures closely to ensure that they do not go over budget and that the cash is available for spending. All efforts shall be taken to avoid spending monies that are unavailable or incurring costs not expected to be reimbursed.

Methods of valuing matching requirements and in-kind contributions of property and/or services, calculations of effort, etc. are maintained by the County Treasurer and overseen by the County Commissioners in the management of the contract over the duration of the contract. These methods are to be based on federal requirements specific to that award as stated in the award contract, or based on accepted federal policies for that program. Day to day accounting of match, level of effort, or earmarking are monitored and documented by the County Treasurer during the course of the awarded contract.

Subcontracts between Plymouth County and another entity will be established consistent with federal requirements governing the award. Payments will be on a periodic basis and invoices must be received by Plymouth County by a predetermined schedule to be included in the upcoming warrant cycle, unless otherwise specified in the contract with the sub-grantee. Unless explicitly forbidden by the granting agency, Plymouth County shall not be obligated to make a payment disbursement under a sub-agreement for grant funds which are not first made available by the federal granting agency.

Plymouth County uses the following federal requirements in establishing its procedures for administering awards for federally funded program agreements:

[OMB Uniform Guidance, Subpart E (Cost Principles)](https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards#p-1042)

Additionally, allowable costs are further determined on the basis of federal requirements pertaining to the specific contract and award.

Subsequent to the identification of any instances of non-compliance, Plymouth County shall take prompt action to remedy the situation. All such action shall be documented in writing.

Equipment Purchase and Disposition

The County Comptroller in the County Treasurer’s Office shall maintain all records for acquisitions and disposition of property acquired with federal awards by retaining purchase receipts and confirmation of purchase and attaching them to expense vouchers for review and approval. Such documentation is to be maintained for equipment with a useful life greater than one-year and acquisition cost equal to or greater than $5,000.

Backup documentation will be retained in an inventory folder in a locked file cabinet.

The County Comptroller will maintain and record equipment purchases on a spreadsheet showing date of purchase, model, status and location of equipment, and price and contract award information.

Property tags are placed on each item that corresponds with the spreadsheet.

Physical inventories of equipment are performed once every two years.

Upon receipt, all inadequate or broken equipment received shall be returned to the vendor with a request for full refund or replacement. If refund is given, the federal award shall be credited for the refund amount.

Support contracts and warranty paperwork items will be filed with the County Comptroller as applicable.

There are risks from vendor inadequacy, quality of goods or services and delivery, warranty assurances, user support, etc. Plymouth County shall scrutinize each situation and purchase option and attempt to make responsible choices. Some monetary risks may be avoided by using known, previously reliable vendors.

Disposition instructions from the federal awarding agency will be requested if required by the terms and condition of the award.

Equipment items with a fair market value (FMV) of $5,000 or less will be retained, sold, or otherwise disposed of with no further obligation of the Federal awarding agency.

**Reference Quick Links for More Information:**

* [2 CFR §200.303](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML%20-%20se2.1.200_1205#se2.1.200_1303) Internal Controls
* 2 CFR §[200.327](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML%20-%20se2.1.200_1205#se2.1.200_1327) Financial reporting
* 2 CFR §[200.328](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML%20-%20se2.1.200_1205#se2.1.200_1328) Monitoring and reporting program performance
* [2 CFR §200.305](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML%20-%20se2.1.200_1205#se2.1.200_1305) Payment
* [Subpart E—Cost Principles](http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=988467ba214fbb07298599affd94f30a&n=pt2.1.200&r=PART&ty=HTML%20-%20se2.1.200_1205#sp2.1.200.e) of 2 CFR §200

Procedures for Determining Allowable Costs

All costs incurred are reviewed monthly to determine that the cost is an allowable cost under the federal award. (200.403)

All costs must:

* Be necessary and reasonable
* Be consistent with policies and procedures that apply to both federal and nonfederal funding
* Be accorded consistent treatment
* Be adequately documented
* Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period
* Notwithstanding anything to the contrary, comply with any applicable law

| ***Selected Cost Item*** | ***Uniform Guidance General Reference*** | ***Allowable/Unallowable*** |
| --- | --- | --- |
| Advertising and public relations costs | §200.421 | Allowable with restrictions |
| Advisory councils | §200.422 | Allowable with restrictions |
| Alcoholic beverages | §200.423 | Unallowable |
| Audit services | §200.425 | Allowable with restrictions |
| Compensation – fringe benefits | §200.431 | Allowable with restrictions |
| Conferences | §200.432 | Allowable with restrictions |
| Depreciation | §200.436 | Allowable with qualifications |
| Employee health and welfare costs | §200.437 | Allowable with restrictions |
| Entertainment costs | §200.438 | Unallowable with exceptions |
| Equipment and other capital expenditures | §200.439 | Based on specific requirements |
| Fines, penalties, damages and other settlements | §200.441 | Unallowable with exception |
| Gains and losses on disposition of depreciable assets | §200.443 | Allowable with restrictions |
| Goods or services for personal use | §200.445 | Unallowable (goods/services); allowable (housing) with restrictions |
| Insurance and indemnification | §200.447 | Allowable with restrictions |
| Interest | §200.449 | Allowable with restrictions |
| Lobbying | §200.450 | Unallowable |
| Losses on other awards or contracts | §200.451 | Unallowable (however, they are required to be included in the indirect cost rate base for allocation of indirect costs) |
| Maintenance and repair costs | §200.452 | Allowable with restrictions |
| Materials and supplies costs, including computing devices | §200.453 | Allowable with restrictions |
| Memberships, subscriptions, and professional activity costs | §200.454 | Allowable with restrictions; unallowable for lobbying organizations. |
| Organization costs | §200.455 | Unallowable except Federal prior approval |
| Plant and security costs | §200.457 | Allowable ; capital expenditures are subject to §200.439 |
| Professional service costs | §200.459 | Allowable with restrictions |
| Proposal costs | §200.460 | Allowable with restrictions |
| Publication and printing costs | §200.461 | Allowable with restrictions |
| Recruiting costs | §200.463 | Allowable with restrictions |
| Rental costs of real property and equipment | §200.465 | Allowable with restrictions |
| Selling and marketing costs | §200.467 | Unallowable with exceptions |
| Training and education costs | §200.472 | Allowable for employee development |
| Transportation costs | §200.473 | Allowable with restrictions |
| Travel costs | §200.474 | Allowable with restrictions |

Travel

Employees will be reimbursed for expenses incurred on behalf of Plymouth County or in fulfilling the requirements of their positions. Employees who must use their personal automobiles in the conduct of their duties will be reimbursed for such costs as tolls and parking fees; and a mileage allowance will be granted in an amount to be determined by the IRS each calendar year. Mileage is computed: (1) between the destination and Plymouth County office; or (2) if the employee travels to/from such destination from/to her/his residence, the applicable mileage shall be the lesser of (a) the distance between the destination and residence; or (b) the distance between the destination and place of employment. Costs for travel, meals and/or lodging expenses incurred by an employee on Plymouth County business outside of Plymouth County must have prior approval of the County Commissioners.

The policy of reimbursing between the destination and Plymouth County or employee residence if leaving from the residence, whichever is less, applies to all trips conducted weekdays, weekends, and evenings.

Commute miles are not reimbursable. The default on travel sheets should be Plymouth County office > DESTINATION > Plymouth County office. The only exceptions would be when the trip is one-way or travel to/from home is less miles. Reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. Employees will be responsible for any additional costs.

Plymouth County will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business.

### Examples

The following is to assist employees in computing mileage for trips other than the standard Plymouth County > Destination > Plymouth County Office:

HOME > DESTINATION > HOME:

Employee A lives in Bridgewater and travels to Marshfield for a meeting. Round trip travel from home is 40 miles but roundtrip mileage from the Plymouth County office to Marshfield is 28 miles. Because mileage computed from the Plymouth County office is less, the expense request should be Plymouth County office >Marshfield>Plymouth County office, 28 miles.

Employee B lives in Kingston and travels to Scituate for a meeting. Roundtrip mileage from home is 38 miles and mileage between the Plymouth County office and Scituate is 48 miles. Because mileage computed from HOME is less, Employee B’s travel request sheet should be HOME>Scituate>HOME, 38 miles, and note in the “Description” column that “travel from home is less mileage.”

Plymouth County office > DESTINATION > HOME (or similar for the reverse, HOME > DESTINATION > Plymouth County office:

Employee C lives in Middleboro and attends an evening meeting in Carver departing directly from the Plymouth County office. After the meeting the employee drives directly home, not stopping at the office. The mileage from the Plymouth County office to Carver, 8.8 miles, is fully reimbursable. However, mileage from Carver to home exceeds that amount. Employee C’s travel request should be for 17.6 miles, Plymouth County office >Carver>Plymouth County office.

Employee D lives in Kingston and attends a meeting in Duxbury at the end of the day. The normal commute from the Plymouth County office to Kingston is 6.1 miles. The mileage from the Plymouth County office to Duxbury, 12 miles, is reimbursable. Because the employee’s commute trip home from Duxbury is less than it would be from the Plymouth County office, Employee D’s travel request would be only for Plymouth County office> Duxbury,12 miles.

### Submitting Travel and Expense Sheets

Expense sheets, on a form and in a manner prescribed by the County Commissioners, are to be kept by each employee and must be submitted before reimbursement is made for any eligible expense. Original receipts for all expenses other than mileage must be submitted with the expense sheets.

Travel reimbursement forms SHALL be submitted no less frequently than monthly and are due by the 15th of every month for the previous month. For example all November mileage must be submitted by December 15th. The travel form should ONLY include expenses for the 1 month period. Travel items from 2 different months should not be combined on a single expense sheet.

### Overnight Travel

Employees must estimate costs ahead of time to identify the lowest cost solution to travel, particularly for multi-day events. Hotel stays are limited to situations where the combined costs justify an overnight stay and are at the discretion of the County Commissioners. Employees must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

### Airlines

All air-travel is to be via coach-class. If a carrier denies a confirmed reserved seat on a plane or an employee is compensated for voluntarily vacating their reserved seat, the employee must remit to Plymouth County any such payment.

Subrecipient Monitoring and Management

Plymouth County must determine whether the recipient of each sub-agreement it makes is a “contractor” or “subrecipient” for the disbursement of federal funds. In making such a determination, Plymouth County will utilize the following definitions: [§200.23 Contractor](http://www.ecfr.gov/cgi-bin/text-idx?SID=3adddd2f0799a7976b4799c792c33c15&mc=true&node=pt2.1.200&rgn=div5#se2.1.200_123) and [§200.93 Subrecipient](http://www.ecfr.gov/cgi-bin/text-idx?SID=3adddd2f0799a7976b4799c792c33c15&mc=true&node=pt2.1.200&rgn=div5#se2.1.200_193) along with the guidance found in §200.330. Generally, “subrecipients” are instrumental in implementing the applicable work program whereas a “contractor” provides goods and services for Plymouth County’s own use. Contractors will be subject to Plymouth County’s Procurement Policies. Subrecipients are subject to the Plymouth County Subrecipient Monitoring and Management Policies.

Plymouth County in its administration of Federal funds will monitor any subrecipients in accordance with [2 CFR §200.330 to §200.332 Subrecipient Monitoring and Management](http://www.ecfr.gov/cgi-bin/text-idx?SID=3adddd2f0799a7976b4799c792c33c15&mc=true&node=pt2.1.200&rgn=div5#sg2.1.200_1329.sg5).

Plymouth County is considered a "pass-through entity" in relation to its subrecipients, and as such requires that its consultants and subrecipients comply with applicable terms and conditions (flow-down provisions). All subrecipients of Federal or State funds received through Plymouth County are subject to the same Federal and State statutes, regulations, and award terms and conditions as Plymouth County.

### Subaward Contents and Communication

In the execution of every subaward, Plymouth County will communicate the following information to the subrecipient and include the same information in the subaward agreement to the extent that the information exists.

1. Every subaward will be clearly identified and include the following Federal award identification:
   1. Subrecipient name
   2. Subrecipient’s unique ID number (DUNS)
   3. Federal Award ID Number (FAIN)
   4. Federal award date
   5. Period of performance start and end date
   6. Amount of federal funds obligated
   7. Amount of federal funds obligated to the subrecipient
   8. Total amount of Federal award
   9. Total approved cost sharing or match required where applicable
   10. Project description responsive to FFATA
   11. Name of Federal awarding agency, pass through entity and contact information
   12. CFDA number and name
   13. Identification of the award if R&D
   14. Indirect cost rate for the Federal award
2. Requirements imposed by Plymouth County including statutes, regulations, and the terms and conditions of the Federal award.
3. Any additional requirements Plymouth County deems necessary for financial or performance reporting of subrecipients as necessary.
4. An approved indirect cost rate negotiated between subrecipient and the Federal government or between the pass through entity and subrecipient.
5. Requirements that Plymouth County and its auditors have access to the subrecipient records and financial statements.
6. Terms and conditions for closeout of the subaward.

### Subrecipient Monitoring Procedures

All Plymouth County project managers are responsible for subrecipient monitoring under the supervision of the County Commissioners. Plymouth County will monitor the activities of the subrecipient to ensure the subaward is used for authorized purposes. The frequency of monitoring review will be specified in the subaward and conducted concurrently with all invoice submission.

Subrecipient monitoring procedures include:

* At the time of proposal, assess the potential of the subrecipient for programmatic, financial, and administrative suitability.
* Evaluate each subrecipient’s risk of noncompliance prior to executing a subaward. In doing so, Plymouth County will assess the subrecipient's:
  + Prior experience with the same or similar subawards.
  + Results of previous audits and single audit (if applicable).
  + New personnel or new or substantially changed systems.
  + The extent and results of Federal awarding agency monitoring.
* Confirm the statement of work and review any non-standard terms and conditions of the subaward during the negotiation process.
* Monitor financial and programmatic progress and ability of the subrecipient to meet objectives of the subaward. To facilitate this review, subrecipients are required to submit sufficient invoice detail and a progress report. Plymouth County project managers will encourage subrecipients to submit regular invoices.
* Invoices and progress reports will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.
* In conducting regular oversight and monitoring, Plymouth County’s designated project manager(s) will, as applicable:
  + Verify that invoices include progress reports.
  + Review progress reports to ensure project is progressing appropriately and on schedule.
  + Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget.
  + Review invoice to ensure supporting documentation is included and invoices costs are within the scope of work for the projects being invoiced.
  + Obtain report, certification and supporting documentation of local (non-federal)/in-kind match work from the subrecipient.
  + Review subrecipient match tasks for eligibility.
  + Initial the progress report and invoice confirming review and approval prior to payment.
  + Raise any concerns to the County Commissioners.
* The County Commissioners, upon recommendation from the Project Manager, will approve invoice payment and initial invoices confirming review and approval prior to payment.
* Payments will be withheld from subrecipients for the following reasons:
  + Insufficient detail to support the costs billed;
  + Unallowable costs;
  + Ineligible costs; and/or
  + Incomplete work or work not completed in accordance with required specifications.
* Verify every subrecipient is audited in accordance with 2 CFR §200 Subpart F – Audit Requirements

Subrecipient project files will contain, at a minimum, the following:

* Project proposal
* Project scope
* Progress reports
* Interim and final products
* Copies of other applicable project documents as required, such as copies of contracts or MOUs

### Audit Requirements

All subrecipients are required to annually submit their audit and Single Audit report to Plymouth County for review to ensure the subrecipient has complied with good accounting practices and federal regulations. If a deficiency is identified, Plymouth County will:

* Issue a management decision on audit findings pertaining to the Federal award
* Consider whether the results of audits or reviews indicate conditions that necessitate adjustments to pass through entity’s own records

### Methodology for Resolving Findings

Plymouth County will work with subrecipients to resolve any findings and deficiencies. To do so, Plymouth County may follow up on deficiencies identified through on-site reviews, provision of basic technical assistance, and other means of assistance as appropriate.

Plymouth County will consider taking enforcement action against non-compliant subrecipients in accordance with 2 CFR 200.338 and other applicable law when noncompliance can not be remedied. Enforcement may include taking any of the following actions as appropriate:

* Temporarily withhold cash payments pending correction of the deficiency
* Disallow all or part of the cost of the activity or action not in compliance.
* Wholly or partly suspend or terminate the subaward.
* Initiate suspension or debarment proceedings.
* Withhold further Federal awards for the project or program.
* Take other remedies that may be legally available.

Procurement Policies

All procurements made with Federal funds will be consistent with [2 CFR §200.317 through §200.326 Procurement Standards](http://www.ecfr.gov/cgi-bin/text-idx?SID=a1287af3645ddf83a56c8c843e334fa7&mc=true&node=sg2.1.200_1316.sg3&rgn=div7). These policies are to ensure that goods and services are procured at the best available price consistent with high quality, that sound business and ethical practices are adhered to in all Plymouth County business transactions, and that all transactions are completed in a manner that provides for open and free competition.

The County Commissioners have primary responsibility and oversight for purchasing activities of Plymouth County and have the authority to delegate purchasing responsibilities as appropriate. The County Commissioners will periodically review and evaluate these procedures to ensure the best internal controls possible.

All purchases shall comply with applicable federal, state, and local laws as well as with Plymouth County’s policies. In the event that federal, state, or local laws, regulations, grants or requirements are more restrictive than this policy, such laws, regulations, grants or requirements shall be followed.

### Procurement Standards

To ensure open and free competition:

* Unreasonable requirements shall not be placed on firms and/or individuals in order for them to qualify to do business.
* No geographical preferences shall be used in the evaluation of bids or proposals unless State/Federal statutes expressly mandate or encourage a geographic preference.
* Contract specifications or statements of work may not unduly restrict competition and must identify the requirements that proposing firms or individuals must fulfill and the factors to be used in evaluating bids or proposals.
* Splitting purchases or contracts to avoid competition is prohibited.

Purchase Types and Proposal Evaluation Requirements:

The County shall utilize the applicable procurement process among those set forth below, depending upon the amount of the underlying supply, service or contract:

* Micro Purchase (under $10,000): competition is not required, however, a good faith effort should be made to compare prices with comparable suppliers.
* Small Purchase ($10,000-$250,000): competition is required to establish a competitive price. Preferably, price or rate quotes from at least three qualified sources must be documented. If three price or rate quotes are not possible, document attempts. For recurring expenses, price or rate quotes may be obtained and documented every two to three years. This can be through a formal RFP process or requesting quotes from potential vendors. When a competitive proposal method is not feasible for a small purchase, a sole source purchase may be made. This would require either the item or service is only available from a single source, an emergency situation that does not allow additional time for a competitive process, the granting agency authorizes noncompetitive negotiations, or competition is deemed inadequate after solicitation of a number of sources.
* Competitive Proposals (all purchases over $250,000): Competitive proposals are required through a sealed bid process. All qualified sources must submit formal written bids, proposals or qualifications. RFPs or RFQs may be used. If only one proposal is received, the procurement may qualify as a single source and would require review by the County Commissioners. Documentation must include:
  + Formal written bids, proposals, or qualifications from all qualified sources.
  + The method of procurement.
  + The evaluation and selection process.
  + The basis for the contract price.
  + Final labor, overhead rates.

Requirements for Requests for Proposals/Qualifications

* Request for Proposals (RFP) are used when the specific requirements and/or technical specifications of a project are unclear and criteria in addition to pricing are needed. The proposal is a solution which typically includes a scope of project and/or service, approach, technical capabilities, financial information and references.
* Request for Qualifications (RFQ) are used to evaluate the qualifications of firms and/or consultants to determine which are most qualified to provide the service needed. RFQs are evaluated on technical factors and qualifications including education, experience, management and other applicable criteria. RFQs may be used in conjunction with RFPs.
* The following requirements apply to RFPs and RFQs:
  + All RFP/Qs must be reviewed and approved by the County Commissioners before being issued;
  + The RFP/Q must be publicized and identify the evaluation factors and their relative importance, and state that all complete and timely submittals will be considered;
  + All RFP responses must contain cost or price estimates, unless the underlying procurements is a qualifications-based procurement for which cost or price information is prohibited under applicable law;
  + The primary selection criterion will be the ability of the firm/consultant to understand the issues and accomplish the tasks described in the RFP/Q;
  + For RFPs, the proposal most advantageous to the program will be selected, even when the preferred proposal is not the lowest priced; and
  + For RFQs, competitors’ qualifications will be evaluated and the most qualified competitor will be selected, subject to negotiation of fair and reasonable compensation.

### Procurement Process

1. Determine the applicable purchase type and requirements based upon the anticipated total cost. Costs shall not be divided in an attempt to create a lower total cost to avoid a procurement method or competition requirements. If one item being purchased requires another item to be complete or make a whole, the total cost of the two items together ordinarily should be considered to determine the procurement method, unless the two items cannot be acquired from a single supplier or some other lawful basis exists to consider such items separately.
2. Complete and document all requirements for the applicable purchase type.
3. Have materials reviewed and approved by the County Commissioners. No payments may be made prior to receipt of goods or services unless approval is obtained from the County Commissioners.
4. After steps 1-3 are complete, purchase or execute the contract for the goods and/or services.
5. Promptly submit all purchase requests and other commitment documentation to the County Treasurer..

### Contracts

Contracts funded directly under State/Federal grants shall adhere to State/Federal statutory and regulatory requirements. The County Commissioners or their authorized designee shall sign all contracts and contract amendments. Documentation in the contract file must include:

* The method of purchase or procurement.
* The evaluation and selection process.
* The basis for the contract price.
* Final labor, overhead rates.

Regarding contract texts, all contracts shall include any provisions required under law, including without limitation the following, as applicable:

* Termination clause for cause or convenience
* Remedies for breach of contract
* Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) certification for contracts exceeding $100,000
* Provisions identified in Appendix II to 2 CFR Part 200, in accordance with 2 CFR 200.326.

A contract will not be executed with parties listed on the government wide exclusions in the System for Award Management (SAM). Additionally, contractors will be required to submit annual audits to Plymouth County to ensure the contractor has complied with good accounting practices and federal regulations.

### Protest Procedure

Unsuccessful proposers will be afforded the opportunity of a debriefing conference if they so request. The request for a debriefing conference must be made within three days of receipt of the notification indicating that their proposal was not selected. Discussions will be informal and limited to a critique of the requesting consultant’s proposal. Plymouth County representatives will explain the scoring of a consultant’s proposal. Debriefings may be conducted in person or by telephone and may be limited to a specific period of time.

Records of the RFP/Q solicitation, evaluation, scoring, and selection process shall be kept on file for the life of the project.

### Contract Oversight

Plymouth County project managers will be responsible for day to day contract administration and will report any aberrations to the County Commissioners.

Plymouth County will ensure that contractors meet their responsibilities by making certain that contracts:

* know and understand applicable federal requirements.
* have adequate project delivery systems.
* have sufficient accounting controls to manage Federal funds properly.

Plymouth County will provide monitoring of the contracts to confirm compliance with Federal and/or agreement requirements.

### Conflicts of Interest

No employee, commissioner, or agent of Plymouth County shall participate in the selection, award or administration of a contract or authorization of a purchase if a conflict of interest exists.

Such a conflict could arise when, among other potential circumstances:

* The employee, officer or agent,
* Any member of his or her immediate family,
* His or her partner, or
* An organization which employs or is about to employ any of the above

…has:

* a financial or other interest in the firm selected for award,
* directly or indirectly given his/her opinion on the matter,
* has formed an opinion on the matter, or
* has prejudged the matter to any degree.