

Procurement Guidelines
(subject to the requirements of the Donor)

Prior to purchasing goods and services with WWF funds, the grantee is required to have written procurement policies and procedures in effect that conform to the following guidelines:

- Grantee must ensure prices are fair and reasonable.
- Grantee must determine the most economical and practical means by which to accomplish program objectives, including affirming the necessity of the commodities or services being considered, lease vs. purchase options, and reasonableness of costs.
- Grantee must allow for fair and unbiased competition, including the following:
 - All interested parties are permitted to compete in an equal manner.
 - Requests for bids clearly establish all requirements that the bidder or offeror must fulfill in order to be considered.
 - Contracts are made to the offeror who is responsive to the purchase request and has the most advantageous bid in terms of price, quality, and other relevant factors.

A purchase threshold may be designated under which more simplified procedures may apply.

- A monitoring system must be implemented to ensure that goods and services are provided in accordance with the terms, conditions, and specifications of the contract, including full and timely delivery and performance.
- A control system must be implemented for equipment purchases to ensure adequate safeguards to prevent loss, damage, or theft of the Property. Appropriate insurance must be maintained, and any loss, damage, or theft must be investigated and fully documented.
- Standards of conduct must be maintained that provide for disciplinary actions for conflict of interest violations by officers, employees, or agents of the Grantee as follows”
 - Bias.
 - The Grantee must ensure that competitions are not biased in favor of one offeror over another.
 - The officers, employees, and agents of the Grantee must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subagreements.
 - A contractor that develops or drafts specifications, requirements, statements of work, invitations for bids, and/or requests for proposals must be excluded from competing for such procurements.

- Unfair Competitive Advantage: The Grantee must ensure that no potential contractor has unequal access to information that may provide that contractor an unfair competitive advantage.
- All procurement records must be retained and available upon request. For awards above the Grantee's small purchase threshold, the following written documentation must also be retained:
 - Basis for contractor selection;
 - Justification for lack of competition when competitive bids or offers are not obtained; and
 - Basis for award cost or price.