



TITLE: **Community Outreach Procurement Directive**
Customer & Community Engagement

EFFECTIVE DATE: **August 18, 2014**

POLICY STATEMENT:

JEA's Customer & Community Engagement department will procure all goods and services needed to support and manage JEA's educational outreach initiatives, including, but not limited to:

- Corporate and Stakeholder Partnerships,
- JEA Speakers Bureau,
- JEA Facilities Tours, and
- JEA Community Event Participation.

This Procurement Directive does not include procurements relating to educational outreach initiatives by the Human Resources department for career awareness or employee health programs.

BACKGROUND:

JEA's Customer & Community Engagement staff approves cooperative programs between (i) JEA and 501(c) (3) non-profit organizations, and (ii) JEA and customer groups (both are herein referred to as "Community Outreach"). JEA's involvement with Community Outreach is authorized by the JEA Charter and must align with JEA CR 10500 Corporate Educational Community Engagement Guidelines.

JEA recognizes that the procurement of Community Outreach goods and services is sufficiently different from the procurement of other supplies and services required by JEA. This Procurement Directive supplements JEA's Procurement Code to provide Customer & Community Outreach staff with the authority to make timely procurement commitments and to improve the quality, quantity and consistency of JEA Community Outreach efforts. This Procurement Directive supports JEA's commitment to its customers, JEA values and the use of JEA resources—people, dollars and equipment—in a way that is appropriate to its Charter.

ASSIGNMENT OF RESPONSIBILITY:

The Director, Customer & Community Engagement, is hereby designated by the Managing Director/Chief Executive Officer to serve as the Procurement Officer for Community Outreach in accordance with the JEA Procurement Code, Section 2-602, Exemptions.

In addition to other duties assigned under this Procurement Directive, the Procurement Officer for Community Outreach will be responsible for establishing effective processes and procedures to carry out the policies of this Procurement Directive.

PROCEDURE:

The Procurement Officer for Community Outreach will be responsible for procuring all items covered under this Procurement Directive and will determine whether it is in JEA's best interest to use JEA's Procurement Department to solicit bids for these procurements pursuant to JEA's Purchasing Code, or make direct awards based on unsolicited proposals or other methods. The Procurement Officer for

Community Outreach shall ensure there are properly appropriated and budgeted funds prior for all items being procured.

CONTRACT APPROVALS:

Contracts exceeding \$200,000 in value will require the Chief Customer Officer's approval and be form approved by the Office of General Counsel.

Contracts exceeding \$1,000,000 in value will require the Chief Customer Officer's Approval and the Chief Financial Officer's approval, and be form approved by the Office of General Counsel.

DOCUMENTATION:

Contract Terms of One Year or Greater: The Procurement Officer for Community Outreach will provide original contract documents to the Manager, Procurement Contract Administration, and will maintain a copy and all other documentation in Customer & Community Engagement files.

Contract Terms of Less than One Year: The Procurement Officer for Community Officer will maintain original contract documents and all other documentation in the Customer & Community Engagement files.

EXECUTION OF DOCUMENTS:

All documents to be executed on behalf of JEA pursuant to this Procurement Directive may be executed by the Managing Director/Chief Executive Officer, their designee, or the Procurement Officer for Community Outreach.

RIGHT TO PROTEST:

Any actual or prospective bidder who is aggrieved in connection with a solicitation or an Award of a Contract may submit a protest in accordance with JEA Procurement Code.

EFFECTIVE DATE:

This Procurement Directive is effective upon its approval by Managing Director/CEO.

APPOINTMENT:

I hereby designate Jane Upton, Director, Customer & Community Engagement, as the Procurement Officer for Community Outreach with authority to take procurement actions under this Directive.

Approved:



Paul McElroy
Managing Director/CEO

8/19/14

Date