
RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF WEST ASCENSION PARISH HOSPITAL SERVICE DISTRICT ADOPTING A PROCUREMENT AND PUBLIC BID LAW COMPLIANCE POLICY; REQUIRING ANNUAL PROCUREMENT TRAINING; REQUIRING LEGAL REVIEW OF CERTAIN PROCUREMENTS; ESTABLISHING QUARTERLY MONITORING, AUDIT COMMITTEE OVERSIGHT, AND REPORTING REQUIREMENTS; AND PROVIDING FOR RELATED MATTERS

WHEREAS,

West Ascension Parish Hospital Service District ("WAPH" or "District") is a political subdivision of the State of Louisiana and is required to conduct procurement activities in accordance with Louisiana Public Bid Law, Louisiana procurement statutes, applicable federal procurement requirements, and other applicable laws governing the expenditure of public funds; and

WHEREAS,

The Board of Commissioners recognizes its fiduciary responsibility to ensure that public funds are expended in a lawful, transparent, competitive, efficient, and accountable manner; and

WHEREAS,

The Board desires to strengthen procurement governance, contract administration, purchasing controls, competitive procurement practices, and oversight mechanisms in response to best practices and audit recommendations; and

WHEREAS,

The Board finds that a formal Procurement and Public Bid Law Compliance Policy, coupled with mandatory training, legal review, monitoring, and audit oversight, will promote compliance and safeguard public resources.

NOW, THEREFORE, BE IT RESOLVED

by the Board of Commissioners of West Ascension Parish Hospital Service District that the following provisions are hereby adopted:

SECTION 1

Adoption of Procurement and Public Bid Law Compliance Policy

The Board hereby adopts the **Procurement and Public Bid Law Compliance Policy** attached as Exhibit A and incorporated herein by reference.

The Policy shall apply to:

- All Board members;
 - Officers;
 - Employees;
 - Department directors;
 - Purchasing personnel;
 - Contract administrators;
 - Consultants and agents acting on behalf of the District.
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SECTION 2

Procurement Compliance Requirement

All procurement activities shall be conducted in accordance with:

- Louisiana Public Bid Law;
- Louisiana Procurement Code and related statutes where applicable;
- Federal procurement regulations applicable to federally funded programs;
- Louisiana ethics laws;
- District procurement policies and procedures.

No employee, officer, contractor, or representative of the District shall divide, fragment, split, or otherwise structure purchases for the purpose of avoiding:

- Public Bid Law requirements;
 - Competitive procurement requirements;
 - Board approval thresholds;
 - Delegated authority limits;
 - Procurement review requirements.
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SECTION 3

Annual Procurement Compliance Training

All personnel participating in purchasing, contracting, procurement approvals, accounts payable, project management, vendor selection, or contract administration shall complete annual procurement compliance training.

Annual training shall include, at a minimum:

- Louisiana Public Bid Law;
- Competitive procurement requirements;
- Professional service procurements;
- Sole-source procurements;
- Emergency procurements;
- Contract administration;
- Procurement ethics and conflicts of interest;
- Documentation standards;
- Internal controls;
- Legislative Auditor findings and compliance expectations.

Each participant shall sign an acknowledgment confirming completion of training.

Human Resources shall maintain training records and compliance certifications.

The CEO, CFO, and Compliance Officer shall annually certify completion of required training to the Board.

SECTION 4

Mandatory Legal Review

The District's legal counsel shall review and approve prior to execution:

A.

Any contract exceeding \$50,000.

B.

Any sole-source procurement.

C.

Any emergency procurement exceeding \$10,000.

D.

Any professional services agreement.

E.

Any Cooperative Endeavor Agreement.

F.

Any construction, renovation, public works, equipment acquisition, or capital project subject to Public Bid Law requirements.

G.

Any procurement identified by the CEO, CFO, Compliance Officer, Audit Committee, or Board Chair as involving elevated legal, financial, operational, or regulatory risk.

The legal review shall be documented in writing and maintained in the procurement file.

SECTION 5

Quarterly Procurement Compliance Monitoring

The Chief Financial Officer shall establish and administer a Quarterly Procurement Compliance Monitoring Program.

Such monitoring shall include, at a minimum:

- Procurement activity during the quarter;
- Competitive bidding compliance;
- Contract approvals;
- Contract amendments;
- Purchase orders;
- Sole-source procurements;
- Emergency procurements;
- Vendor utilization;
- Compliance with delegated purchasing authority;
- Procurement documentation completeness;
- Public Bid Law compliance;
- Internal control effectiveness.

All monitoring results shall be documented and retained.

SECTION 6

Quarterly Reports to the Board

The CFO, Compliance Officer, or designee shall present a Quarterly Procurement Compliance Report to the Board.

The report shall include:

1. Total procurement expenditures.
2. Public bid solicitations issued.
3. Contracts awarded.
4. Contracts renewed or extended.
5. Sole-source procurements approved.
6. Emergency procurements approved.
7. Professional services contracts executed.
8. Contract amendments approved.
9. Procurement policy exceptions.
10. Compliance findings.
11. Corrective actions implemented.
12. Open audit findings and recommendations.
13. Legislative Auditor-related procurement matters.
14. Status of procurement compliance training.
15. Status of legal reviews conducted.

The report shall be entered into the official minutes and retained as part of the District's permanent records.

SECTION 6A

Audit Committee Oversight of Procurement Exceptions

The Board Audit Committee shall receive a separate quarterly Procurement Exception Report.

A. Sole-Source Procurements

The report shall identify:

- Vendor name;
- Dollar amount;
- Description of services or goods;
- Justification for sole-source selection;
- Legal review findings.

B. Emergency Procurements

The report shall identify:

- Vendor name;
- Dollar amount;
- Nature of emergency;
- Basis for bypassing competitive procurement;
- Corrective action plan, if applicable.

C. Procurement Policy Exceptions

The report shall identify all procurements approved outside standard procurement requirements, including:

- Nature of exception;
- Dollar amount;
- Management justification;
- Approval authority utilized.

D. Contract Amendments and Change Orders

The report shall identify any amendment that:

- Exceeds ten percent (10%) of the original contract value;
- Increases contract value by more than \$25,000;
- Extends contract duration by more than twelve (12) months.

The report shall include:

- Original contract amount;
- Revised contract amount;
- Percentage increase;
- Justification;
- Legal review determination.

E. Split Purchase Review

The report shall identify any procurement activity that may reasonably indicate:

- Bid splitting;
- Artificial division of purchases;
- Circumvention of competitive procurement requirements;
- Avoidance of approval thresholds.

F. Vendor Concentration Review

The report shall identify:

- Top ten vendors by annual spend;
- Amount expended with each vendor;
- Procurement method utilized;
- Any concentration risks identified by management.

G. Procurement Noncompliance Findings

The report shall identify:

- Actual violations;
- Suspected violations;
- Missing approvals;
- Documentation deficiencies;

- Internal control failures;
 - Corrective actions taken.
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SECTION 7

Annual Audit Committee Procurement Review

The Audit Committee shall annually conduct and document a comprehensive review of procurement compliance activities.

The review shall include:

- Quarterly compliance reports;
- Procurement exception reports;
- Training completion records;
- Legal review documentation;
- Sole-source procurements;
- Emergency procurements;
- Contract amendments;
- Vendor concentration analysis;
- Open audit findings;
- Corrective action plans.

The Audit Committee shall submit an annual report and recommendations to the Board.

SECTION 8

Corrective Action

Violations of procurement requirements may result in:

- Corrective counseling;

- Additional training;
- Suspension of purchasing authority;
- Written disciplinary action;
- Termination of employment;
- Referral to appropriate governmental authorities.

Nothing in this Resolution shall limit the District's ability to pursue reimbursement, recovery, legal remedies, or other corrective measures.

SECTION 9

Annual Executive Certification

The CEO, CFO, and Compliance Officer shall annually certify to the Board that:

1. Required procurement training has been completed.
 2. Required legal reviews have been performed.
 3. Quarterly monitoring has been conducted.
 4. Procurement exception reports have been presented.
 5. Significant compliance concerns have been disclosed to the Board.
 6. Corrective actions have been implemented where necessary.
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SECTION 10

Enhanced Audit Committee Reporting Threshold

In addition to all other reporting requirements established herein:

Any procurement involving expenditures exceeding **\$100,000**, any **sole-source procurement exceeding \$25,000**, or any **emergency procurement exceeding \$25,000** shall be presented to the Board Audit Committee at its next regularly scheduled meeting regardless of whether the expenditure was approved pursuant to delegated authority.

Management shall provide all supporting procurement documentation, legal reviews, justifications, and approval records for Audit Committee review.

SECTION 11

Effective Date

This Resolution shall become effective immediately upon adoption by the Board of Commissioners.

ADOPTED AND APPROVED

ADOPTED by the Board of Commissioners of West Ascension Parish Hospital Service District at a duly called and legally noticed meeting held on the ____ day of _____, **20**.

BOARD OF COMMISSIONERS

Board Chair

Date: _____

Secretary

Date: _____

CERTIFICATION

I hereby certify that the foregoing Resolution was duly adopted by the Board of Commissioners of West Ascension Parish Hospital Service District and remains in full force and effect.

Secretary of the Board

Date: _____

This version is written as a strong governance resolution suitable for demonstrating corrective action to the Louisiana Legislative Auditor and establishing clear Board, management, legal, and Audit Committee accountability.