

# STATE BOARD OF PSYCHOLOGY of OHIO

## POLICY AND PROCEDURE MANUAL

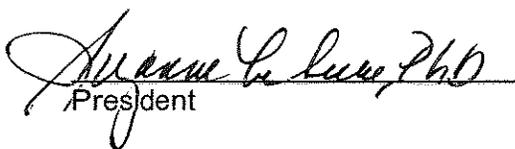
### SECTION 8: FISCAL RESPONSIBILITY

#### POLICY 8.2: ETHICS IN GOVERNMENT AND VENDOR SELECTION

PRIOR DATE EFFECTIVE: JANUARY 11, 2007

AMENDED AND EFFECTIVE: JULY 15, 2013

#### REVIEWED AND APPROVED

	<u>7/15/13</u>		<u>5/9/13</u>
President	Date	Executive Director	Date

#### POLICY STATEMENTS AND STANDARD OPERATING PROCEDURES

- 1) The State Board of Psychology complies with recommendations offered in DAS Directive 06-21 by seeking and documenting, when cost-effective and practical, at least 2 bids for purchases of \$500 or less. It is the policy of the Board that bids are not required when judged to not be cost-effective or practical, depending on the nature of the item or service and the cost.
- 2) The State Board of Psychology complies with recommendations offered in DAS Directive 06-21 by seeking and documenting at least 3 bids for purchases above \$500.
  - a) The Executive Assistant or Office Manager maintains a log of vendors contacted, supplies or services sought, price provided, and dates.
  - b) The Board is a supporter of the MBE and EDGE programs and devotes no less than 15% its eligible expenditures to qualified MBE vendors and no less than 5% of its eligible expenditures to EDGE participants.
  - c) Exceptions:
    - i. In compliance with DAS and OBM policies, all purchases from State Term contracts (\$500 over or under) have already been competitively bid; they are thus exempt from needing a statement.

- ii. Purchases from other state agencies (such as OPI) are exempt from competitive selection.
  
- iii. As a regulatory board charged with protecting the public, the Board periodically requires the opinions of psychological experts to inform investigations and legal processes involving psychologists alleged to have engaged in professional misconduct. Presenting evidence of misconduct at a hearing—in service to the public—typically requires at least one expert opinion for the record. As such, when an expert opinion is needed in a specific area of professional psychology, the “product” sought is not of a nature that lends itself to a competitive bidding process. Instead, knowledge of specific psychological subject matter, professional standards, and scientific literature is the paramount consideration given when seeking opinions about misconduct. Experts are sought due to their expertise and cannot be selected based on a competitive bidding process, as the “product” offered by one prospective expert cannot reasonably be deemed to be the same “product” as that offered by another. All contracts for expert services are limited to a reasonable number of hours estimated to be required to complete a given review of files and rendering of opinions. Experts retained by the Board are limited to receiving \$150/hour, while a standard hourly rate in the private sector can rise to \$250-\$275/hour.