



# YES FOR EARLY SUCCESS COOPERATIVE

## Procurement Policy

### PURPOSE:

The procurement policy ensures that all purchases and contracts made by YES For Early Success reflect our commitment to equitable access to resources, financial stewardship, and alignment with our organizational values, including the principles of Liberatory Design. All procurement must be in line with the vision and mission of YES, promoting high-quality early learning environments while upholding transparency and accountability.

- **Vision:**

To empower marginalized licensed programs across Washington State to secure equitable access to early learning resources and provide high-quality education for all families.

- **Mission:**

Partnering with early childhood education programs to ensure that every child and family is supported by high-quality, culturally responsive services, and that our subcontractors are equipped to succeed in providing sustainable, equitable care for their communities.

### CORE PRINCIPLES OF LIBERATORY DESIGN:

- **Equity:**

Procurement decisions must prioritize equitable access to resources for all regions, focusing on historically underfunded and underserved communities.

- **Inclusion:**

Voices from all levels of the organization, including staff, subcontractors, and community partners, must be heard and considered in procurement processes.

- **Accountability:**

Transparent documentation and review of procurement processes must be upheld to ensure all decisions align with YES's goals and values.

### POLICY SCOPE:

This policy applies to all purchases, contracts, and agreements made on behalf of YES For Early Success, including supplies, equipment, services, and other expenditures funded by DCYF, ECEAP, or other grants. It applies to all staff, including the Executive Director, CFO, COO, Regional Directors, and subcontractors, who are responsible for making procurement decisions.



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### ROLES AND RESPONSIBILITIES:

- **Executive Director (ED):**  
Provides final approval on large-scale purchases and ensures alignment with the organization's mission and budget.
- **Chief Financial Officer (CFO):**  
Monitors spending, ensures compliance with financial regulations, and provides budget analysis for procurement requests.
- **Chief Operating Officer (COO):**  
Oversees procurement operations, ensuring all processes meet organizational and regulatory standards. Works closely with Regional Directors to address regional procurement needs.
- **Bookkeeper:**  
Ensures all financial transactions related to procurement are accurately recorded and tracked in alignment with organizational policies.
- **Regional Directors:**  
Responsible for submitting procurement requests for their respective regions, ensuring purchases align with regional needs and the organization's standards.

### PROCUREMENT PROCESS:

This policy applies to all purchases, contracts, and agreements made on behalf of YES For Early Success, including supplies, equipment, services, and other expenditures funded by DCYF, ECEAP, or other grants. It applies to all staff, including the Executive Director, CFO, COO, Regional Directors, and subcontractors, who are responsible for making procurement decisions.

#### **1. Identifying Need:**

All staff and subcontractors should identify their procurement needs, ensuring that the need aligns with the organization's mission and promotes equity.

#### **2. Request Submission:**

Procurement requests must be submitted using the official **YES For Early Success Procurement Request Form** (see below). The request must clearly outline the purpose, necessity, and alignment with organizational goals, including any relevant quotes, vendor information, and budget codes.



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### **3. Approval Process:**

- For purchases under \$5,000, approval from the Regional Director and COO is required.
- For purchases between \$5,000 and \$10,000, approval from the CFO and ED is required.
- For purchases exceeding \$10,000, approval from the ED and the Board is required.

### **4. Vendor Selection:**

All vendors must be reviewed to ensure they meet quality standards and align with YES's commitment to equity and liberatory design. Whenever possible, YES should prioritize vendors that are BIPOC-owned, locally based, or committed to social justice practices.

### **5. Documentation:**

All purchases must be accompanied by appropriate documentation (e.g., invoices, receipts, contracts) and submitted to the bookkeeper for record-keeping.

### **6. Review and Audit:**

All procurement activities will be reviewed quarterly by the Board Treasurer and CFO to ensure compliance with organizational policies and funding regulations.

### **7. Purchase Approvals:**

The Contractor must obtain prior written approval from DCYF, using the Purchase Request Form on the DCYF website, before using or contributing any ECEAP funds to acquire: (1) Equipment, defined as any article of tangible, nonexpendable, property having a useful life of more than one year with a unit cost or total purchase cost of \$5,000 or greater, including ancillary costs. Ancillary costs include, but are not limited to tax, shipping, handling, and installation. (2) Playground or facility improvements with a unit or total purchase cost of \$5,000 or greater, including ancillary costs. For playgrounds, this includes, but is not limited to the costs for equipment and site preparation. b. The Contractor must provide a cost allocation plan if the purchase is not solely for ECEAP use.

### **CONFLICT OF INTEREST:**

All staff and subcontractors must disclose any potential conflicts of interest when submitting procurement requests. Failure to disclose a conflict may result in disciplinary action.



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## Procurement Request Form

### REQUEST DETAILS

<b>Date:</b>	<b>Region:</b>
<b>Site/Program:</b>	
<b>Requested by:</b>	
<b>Subcontractor (if applicable):</b>	
<b>Vendor Name:</b>	
<b>Description of Use:</b> <i>(Provide a detailed explanation of what is being purchased and its purpose.)</i>	
<b>Budget Code:</b>	
<b>Total Cost:</b>	
<b>Is this purchase part of a grant?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>How does this purchase align with YES's vision, mission, and Liberatory Design principles?</b>	
<b>Quotes/Vendor Information</b> <i>(Attach all necessary quotes, vendor details, and other supporting documentation.)</i>	



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## Procurement Request Form

### APPROVAL SIGNATURES:

Regional Director:	Date:
COO:	Date:
CFO:	Date:
Executive Director:	Date:

This policy and form aim to ensure that YES For Early Success maintains ethical, equitable, and transparent procurement processes while fulfilling the organization's mission of supporting early learning and family success.