

Statement of Operating Procedures:

8. Purchasing

In order to ensure fairness in our purchasing actions and comply with City contracts the following steps will be taken when making purchasing decisions or bidding out projects:

Soliciting proposals:

All purchasing decisions shall conform with the budget approved by the HBA Board of Directors.

Expenditures less than \$5,000 from a single contractor in a 12 month period shall require committee review (see below).

Expenditures of between \$5,000 and \$25,000 from a single contractor in a 12-month period shall require committee review and board review (see below). In the absence of three proposals HBA shall demonstrate why three bids could not be obtained.

Expenditures of more than \$5,000 for goods and/or services from a single contractor within a 12 month period require the following:

1. A request for proposal (RFP) shall be created that describes the services or goods required.
2. The RFP will be reviewed by the relevant committee.
3. The RFP shall request information from prospective contractors regarding relevant qualifications and their price proposal for the work described in the FRP.
4. The RFP shall be posted on the HBA's website and distributed to relevant members of the HBA and GSDBA.

Committee review:

1. Any required RFP shall be presented to the relevant committee for review and approval before distribution.
2. Price proposal information shall be presented to the responsible committee for approval of contract or transaction. Once approved by the responsible committee the successful proposal shall be presented to the Executive Committee.
3. The actions taken will be recorded in the respective meeting minutes and the written price proposals shall be kept on file.

Board approval:

1. Once authorized by the Executive Committee a contract shall be presented to the Board for approval.
2. The contract will be included in the board packet allowing for a timely review.
3. A copy of the contract, once signed, shall be submitted to the City.
4. Ideally all contracts will be signed by the Board President however in their absence any officer or the Executive Director may sign Contracts.
5. All contracts shall be signed using the HBA Contract Template which shall be kept on file and updated as needed.

Approved: 12/14/10