

Hudson Development Corporation- Procurement Policy

Guideline 1: Hudson Development Corporation will utilize a competitive bid/procurement process for the acquisition of goods and services except when the executive director, chief financial officer and/or board chairman determine that (1) the goods and services proposed for acquisition are the only goods and services within the local trading area which can meet the agency's need; (2) the goods and services are needed on an emergency basis, where immediate acquisition is necessary for a project to move forward; (3) goods purchased at auction and (4) goods purchased from other governmental agencies.

Guideline 2: HDC will endeavor to purchase locally and regionally, in an effort to stimulate economic impact.

Guideline 3: All purchases of (a) supplies or equipment which exceed \$5,000 in the fiscal year, or (b) public work contracts over \$20,000 shall be bid in accordance with Section 103 of General Municipal Law

Guideline 4: For all estimated purchases of goods and services, HDC has established a threshold of \$5,000 for a project contract value, above which goods and services will be solicited in accordance with the provisions of Section 103 of the General Municipal Law. All estimated purchases less than \$5,000 but exceeding \$1,000 shall require written/fax quotes from at least two (2) vendors.

Guideline 5: Purchases less than \$1,000 shall be left to the discretion of the Executive Director.

Guideline 6: The lowest responsible proposal or quote shall be awarded the purchase or contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Corporation to make an award to other than the low bidder.

Guideline 7: A good faith attempt shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 8: Professional Services – The Board of Directors shall solicit proposals from not less than two (2) firms engaged in the profession sought to be used by the Corporation. The Board shall evaluate submitted proposals and apply the following criteria in making a selection.

- A. Price
- B. Qualifications

- C. Experience in the area sought
- D. Recommendations
- E. Location of firm with preference given to City residents or business entities
- F. Prior satisfactory work with the Corporation.
- G. Such other matters as the Board may specifically find to be important

Guideline 9: This policy shall be reviewed annually by the Governance Committee.