

BHCA PROCUREMENT POLICY

1. **IDENTIFICATION OF NEED**

The Board or Committee identifies a need to procure services and/or material from contractors or vendors.

2. **SOLICITATION OF PROPOSAL**

- a. For a procurement of \$1,000.00 or less, the responsible Board member or Committee shall solicit at least one (1) written proposal.
- b. For a procurement of more than \$1,000.00 and less than \$5,000.00, the responsible Board member or Committee shall solicit at least two (2) written proposals.
- c. For a procurement of more than \$5,000.00, the responsible Board member or Committee shall develop a written Request for Proposal (RFP) including a scope of work and timeline, which shall be submitted to the Board for review and approval, and, if approved, shall then solicit at least three (3) written proposals.

3. **EVALUATION OF PROPOSALS**

The responsible Board Member or Committee shall evaluate proposals received to determine the proposal that is most advantageous to the BHCA (best value) based on the criteria of I) Cost, II) Schedule, and III) Quality/Experience.

4. **RECOMMENDATION FOR AWARD**

Once the responsible Board member or Committee determines the apparent successful bidder, they shall submit a recommendation to the Board for approval of the proposal and award of the work. The recommendation shall include the rationale for award along with a recommendation for any operational policies and/or costs associated with the proposed procurement.

5. **BOARD REVIEW AND APPROVAL**

If the Board votes to approve the proposal, the President or Vice President in case of the President's absence, shall execute the proposal and provide a copy to the Secretary, Treasurer and responsible Committee. If the Board votes to disapprove the proposal, the process shall return to step 2, 3, or 4 as determined by the Board, or the process shall be cancelled.

6. **IMPLEMENTATION**

The responsible Board member or Committee shall then be charged with notifying the successful bidder, informing them of invoicing procedures, obtaining a certificate of insurance when applicable, and then oversight of the work.

7. **EXCEPTION TO THIS POLICY**

This policy may be overridden in the event of an emergency as determined by the President or majority vote of the Board. For the purpose of the above, "emergency" means a breakdown in machinery, a threatened termination of essential services, the development of a dangerous condition, or any unforeseen circumstance that causes curtailment or diminution of an essential service.