



TSA-B Regional Advisory Council (BRAC) Inc. Procurement Policy

Procurement of Goods and Services

TSA-B strives to ensure a fair and objective process for acquiring equipment and services.

Purchasing activities aim to achieve advantageous procurement outcomes by:

- Establishing a framework required for the implementation of TSA-B's procurement arrangement;
- Promoting value for money;
- Providing reasonable opportunity for competitive local businesses, including historically underutilized businesses; and
- Promoting compliance with relevant contract requirements.
- Maximize open and free competition with the standards of 45 CFR Part 74 Sections 74.41 through 74.98.

Purchases less than \$25,000:

- The Executive Director may authorize expenditures associated with specific grants if a budget was submitted as part of the grant application process and the grant application was approved by the Board of Directors and ratified by the General Membership. If not budgeted must obtain approval from Executive Board and General Membership through a budget revision.

Purchases greater than \$25,000 but less than \$100,000:

- The Executive Director may authorize expenditures associated with specific grants if a budget was submitted as part of the grant application process and the grant application was approved by the Board of Directors and ratified by the General Membership.
- Expenditures outside of the annual approved budget must conform to the following schedule:

| | <u>Amount</u> | <u>Approval Required</u> |
|----|------------------------|--------------------------|
| A. | \$ 0.01 - \$100,000.00 | Board of Directors |
| B. | \$ 100,000.01 or more | General Membership |
- Detailed specifications should be provided to prospective suppliers;
- Quality assurance requirements need to be established and addressed as part of the specifications;
- At least two, preferably three, written quotations are to be sought from genuine competitors known to be capable of supplying the requirements at competitive prices;
- A written purchase order will be executed prior to purchase.

Purchases greater than \$100,000:

- Purchases above \$100,000 require at least three written quotations. Less than three offers may be acceptable provided every effort has been made to obtain at least three and relevant documentation is available (such as sole-sourced items);
- Detailed specifications and quality assurance requirements need to be provided for the quotations;



- RFP will be utilized for purchases of fixed assets or software over \$100,000 in cost:
 - The RFP will be posted on the organization website;
 - At least 21 days must be allowed from the date of advertisement for the submission of proposals;
 - All proposal documents submitted shall become the property of TSA-B.
 - Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.
 - TSA-B is not liable for any costs incurred by the bidder prior to issuance of a signed contract.
 - The contents of the selected bidder's proposal will become contractual obligations if a subsequent agreement is reached. Failure of the selected bidder to accept these obligations may result in cancellation of the award and such proponent may be removed from future solicitation for services by TSA-B.
- All proposals/quotations are to be recorded and filed with the purchase order;
- A written purchase order will be executed prior to purchase.

Vendor identification

Vendors for equipment and services may present in many ways. Cold calls, existing vendor/customer relationships, trade shows, trade magazines, word of mouth, etc. When TSA-B is evaluating particular products or services, it is important that attempts are made to identify at least a second competitive vendor and preferably more than two. If only one vendor is available, supporting information will be maintained (patent on the product, etc.)

Product demonstration

Product demonstrations are recommended. Vendors should be allowed roughly the same amount of time for presentations. If no demonstration is necessary or appropriate, supporting documentation will be maintained (previous purchase of similar interoperable equipment, etc).

Selection process

A selection committee, consisting of appropriate committee membership, is established to review all bids.

Product and services will be evaluated based on pertinent criteria, such as ease of use, functionality, interoperability, and price. Although price should be a high consideration in selection, it is not the sole criteria and, therefore, should be considered along with other criteria.

Evaluation Criteria

Fair and equitable consideration will be given to all bidders. TSA-B reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit quotation opportunities or proposals. Selection will be based on the most responsible and responsive quotation/proposal which is determined to be within the best interests of TSA-B.



The following criteria shall be considered:

- Cost or price analysis;
- Best value for the cost;
- The reputation, experience and efficiency of the proponent/supplier,
- The ability of the proponent/supplier to perform the contract or provide the goods and services within the time specified;
- The comparative quality of the goods and services bid;
- The proponent/supplier's performance under previous contracts with TSA-B;
- The number and scope of conditions attached to the quotation/proposal;
- The proponent/supplier's interest in the project, as well as their understanding of the project scope and the specific requirements of TSA-B, and
- The application of all of the above criteria to any sub-consultants, subcontractors or products to be utilized by the proponent/supplier.

All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal submission. Each proponent must submit with the proposal a list of all subcontractors, independent contractors, or sub-consultants employed or proposed to be employed by the proponent in the performance of the contract.

If a contract cannot be negotiated between TSA-B and the selected proponent, the negotiations with the next most qualified proponent will commence. TSA-B makes no guarantees to any proponent until such time as the TSA-B submits a purchase order or the Board of Directors approves the negotiated contract.

All supporting documents, to include complete bid packages, are maintained in the procurement file.