



**PROCUREMENT POLICY**  
Amended September 13, 2011  
Amended January 15, 2013  
Amended August 2, 2017

**I. METHODS FOR PROCUREMENT**

- A. All expenditures by OCIDA (the Agency) shall be approved or ratified by the Board of Directors (the Board)
  
- B. For the procurement of goods and services with value of less than Five –Thousand (\$5,000.00), the Agency shall seek a verbal quotation from the provider or providers of the good or service that best meet the standards of efficiency, timeliness, practicality, and convenience. Given these objectives, a price quote from a single vendor may be sufficient.
  
- C. For the procurement of goods and services with value greater than Five –Thousand (\$5,000.00), the agency shall seek quotations from not less than three vendors, if available, and shall select the least expensive qualified vendor (qualification to be determined by the Board) from those who respond to the request for quotations.
  
- D. In accordance with NYS purchasing law, the Board will follow guidelines regarding the bid limits issues by the general municipal law for public bids and RFP's
  - a. A Request for Proposal issued to three or more qualified vendors is in accordance with the procurement policy.
  - b. A Public Bid is in accordance with the procurement policy.
  
- E. Agency joint funding: Where the Agency is a partial contributor to the acquisition of a good or service, the Agency shall work in consultation with the other funding parties. Procurement methods satisfactory to involved parties shall be agreed to and implemented. Such methods may include solicitation from a single vendor.

- F. Notwithstanding anything contained herein to the contrary, the Agency may, at its sole discretion, authorize the purchase of any goods or services from lists developed by the County of Onondaga, the State of New York, or The United States Government to procure goods or services on behalf of municipalities. Goods and services on such lists are determined to be least expensive and from a qualified vendor.

**II. EXCEPTIONS TO METHODS OF PROCUREMENT:**

- A. When exceptions are made to the general methods of procurement it shall be indicated in writing and approved by the Board.
- B. It is the policy of the Agency to permit the sole source of a good or service contract, where issues of timeliness, or necessity which could not have been reasonably foreseen, or preclude the solicitation of quotations.
- C. The Agency may also sole source a good/service contract, when one vendor has substantial prior experience relative to a project and it deemed in the best interest of the Agency to only consider that one vendor.
- D. Circumstances which may justify award to other than the least expensive qualified vendor include, but are not limited to, knowledge, delivery requirements, quantity, best value and past vendor performance.

**III. PROFESSIONAL SERVICES**

For professional services exclusive to the Agency, the form of procurement will be a written statement of requirements provided by the Agency, distributed in the form of a request for professional services with responses to be in the form of a written proposal including the acknowledgement of each Agency requirement and the means by which that requirement will be fulfilled. The award of the purchase of professional services will be in the form of a resolution of the Agency designating a specific provider for professional services.

It is policy of the Agency to permit the sole source of legal services contracts for bond counsel and special counsel in the event of conflicts of interest by general counsel.

**IV. LOCAL PREFERENCE**

It is the policy of the Agency that to the extent practicable to use suppliers of goods and services within Onondaga County as the provider of services to the Agency. Every effort will be made to include vendors within Onondaga County on any contact list in any procurement process.

## **V. ELECTION OF A PURCHASING OFFICER**

It is the policy of the Agency to elect a Purchasing Officer once a year, for a one (1) year term. The Purchasing Officer will be responsible for sourcing equipment, goods and services and managing the vendors of the Agency. In the event the Purchasing Officer is unable to fulfill the one year commitment, the Executive Director of the Agency has the authority to appoint a replacement Purchasing Officer to complete the term.