

Inc. Village of Hempstead Community Development Agency Procurement Policies

PROCUREMENT POLICIES

The following policies and procedures will be followed at all times when the Inc. Village of Hempstead Community Development Agency (CDA) is using federal CDBG funds to purchase supplies, property, equipment and services from an external source:

I. General Contract Award Management Policy

- 1) The Code of Ethics of the Inc. Village of Hempstead CDA will apply to the conduct of all employees with respect to the selection, award and/or administration of any contract for equipment, materials and supplies, or consulting and professional services if a real or apparent conflict of interest would be involved. The Code of Ethics of the Village of Hempstead CDA, notwithstanding, Federal requirements as outlined in 24 CFR 85.36, 24 CFR 84.42 and 24 CFR 570.611 concerning employee conflict of interest provisions will apply.
- 2) If a contract is competitively bid, the CDA will enter into contract with the lowest responsible bidder as selected by the Commissioner of Community Development and approved by the Board of Directors. A minimum of three bidders is generally required for a successful bid opening; however, the CDA reserves the right to use its discretion as to whether to proceed with a bid opening or to re-bid a contract.

II. Acquisition Policy for Goods and Services

The following procurement procedure applies to all purchases of goods and services, including equipment, materials, supplies and professional and consulting services.

Employees will conduct all procurement transactions in a manner that maximizes free and open competition. Awards should be made to the bidder whose bid or offer is responsive to the solicitation and is most advantageous to the Agency, price, quality and other factors considered. The CDA reserves the right to reject any and all bids, if deemed to be in the agency's best interest.

The CDA may select from numerous methods of procurement, depending on the amount of the purchase and other considerations. The following are some examples of possible procurement procedures that the CDA may use:

- 1) Open Market Inquiry –The Commissioner of Community Development or his/her designee may inquire in the open market to ensure that the price and quality of a product or service is the most advantageous to the Agency.

Inc. Village of Hempstead Community Development Agency

Procurement Policies

- 2) Request Competitive Oral Quotes – The Commissioner of Community Development or his/her designee may request competitive quotes orally. A file shall be kept with an abstract of invitations made and offers received.

- 3) Request Written Quotes – For purchases and contracts involving a single project or activity, the Commissioner of Community Development or his/her designee may request and receive written quotations from at least *three* (3) independent sources. A Notice to Bidders will be issued and published in the official newspaper of the Inc. Village of Hempstead and any other publication deemed appropriate by Commissioner of Community Development. Vendors listed on the Agency preferred Bidders list can be notified directly, only *after the date of publication of the notice to bidders*. All Notice to Bidders formats shall contain the phrase “*Equal Opportunity Employer – minority and women owned businesses are encouraged to participate*”. A file shall be kept with an abstract of invitations made, offers received and the criteria for selection.

- 4) Formal Request for Proposal (RFP) Procedure – For large purchases and contracts, the Commissioner of Community Development or his/her designee may solicit competitive responses through a formal written request for proposal (RFP) procedure. Bids will remain sealed until the opening time designated in the RFP. The RFP will be published in the official newspaper of the Village of Hempstead and any other publication deemed appropriate by the Commissioner of Community Development. Vendors listed on the Agency preferred bidders list can be notified directly, *only after the date of publication of the notice to bidders*. All RFP’s shall contain the phrase “*Equal Opportunity Employer – minority and women owned businesses are encouraged to participate*”. A file shall be kept with an abstract of invitations made, offers received and the criteria for selection.

For the largest purchases made by the CDA, the Commissioner of the Community Development Agency or his/her designee, after reviewing the bids received, shall make a recommendation in the form of a resolution to the Board of Directors regarding which bid to accept. A majority of the Board must accept the bid by formal vote before a contract can be executed for the service or product. A file shall be kept with a copy of the Notice to Bidders or Request for Proposals as the case may be, a list of individuals/companies solicited for bids, and a bid sheet that lists the bids received and their respective bid price. In all instances in which the lowest bid is not awarded the contract, documentation justifying the selection such as a memo outlining criteria used, shall be placed in the file.

III. Property/Equipment Standards

Inc. Village of Hempstead Community Development Agency Procurement Policies

When purchasing property (both real property and equipment) the following procedures will be followed:

- 1) Title to all property purchased using CDBG funds will vest with the CDA.
- 2) Property records will be kept showing the general name of the property, identification number, original cost, and depreciated value. These records will be reviewed and necessary revisions made on an annual basis at the end of the CDA's fiscal year.
- 3) The CDA will provide the equivalent insurance coverage for real property and equipment regardless of how the property was acquired by the Agency.

IV. Federal Debarment Standard

- A. When purchasing goods and services through the utilization of CDBG funding, the CDA will ensure that the contract awardee is not debarred or suspended from doing business with the federal government in accordance with 24 CFR Part 5. Before a contract is awarded, staff of the CDA will consult with the U.S. Department of HUD List of Debarred, Suspended or Ineligible Participants, and the General Services Administration's Consolidated List of Debarred, Suspended, and Ineligible Contractors. These lists are available from the HUD Labor Relations Field Office in New York.