



SAMPLE PROCUREMENT POLICY
FOR
NYC DISTRICT MANAGEMENT ASSOCIATION, INC.
As Approved by Finance Committee on 1/1/08

Last Updated: 6/13/2008

The NYC District Management Association, Inc. will procure goods and services in the following manner:

Between \$10,000 and \$49,999:

Management will seek to obtain the best value at the best price through solicitations from at least three comparative vendors. Staff will keep a record of responses, whether they are received by phone or in writing. The Finance Committee Co-Chairs will be informed of the results prior to contract signing. NYC District Management Association legal counsel will be asked to review all contractual documents.

Between \$50,000 and \$99,999:

Written bids will be solicited from at least three responsible and competitive bidders. As a general matter, the NYC District Management Association will accept the lowest responsible bid unless quality or other significant programmatic imperatives provide compelling reasons that another bid would better serve the organization's needs. The Finance Committee will be informed of the findings prior to contract signing. NYC District Management Association legal counsel will be asked to review all contractual documents.

More than \$100,000:

Written bids will be solicited from at least three responsible and competitive bidders. Any subcontractor awarded a contract of or over \$100,000 by the NYC District Management Association will be required to submit to the Commissioner of the New York City Department of Small Business Services any and all information necessary under the City of New York's Vendor Information Exchange System (VENDEX).

No payments will be made until the New York City Department of Small Business Services has completed the investigation. Upon completion of the background investigation and if no derogatory information is uncovered, the NYC District Management Association will be authorized to make payments. NYC District Management Association legal counsel will be asked to review all contractual documents.

Exceptional Situations

- **Emergencies**
Under highly unusual circumstances, emergencies may arise which require immediate procurement of certain goods or services. Upon a finding by the Executive Director that an emergency exists, s/he shall be authorized to procure goods and services, if necessary up to \$20,000 without competitive bidding. If emergency procurement above \$20,000 is required, the Executive Director shall obtain the approval, in advance, of the Co-Chairs of the Finance Committee or, if the Co-Chairs are not available, two other members of the Finance Committee. The Finance Committee shall be informed in writing, after the fact, of any emergency procurements.
- **Open Orders**
From time to time, Management may solicit bids to maintain open orders for certain goods or services (e.g., office supplies, uniforms, graphic design). These open orders shall be re-bid every three years at a minimum in order to ensure that the NYC District Management Association continues to obtain the highest quality goods and services at the best possible prices. The Executive Director shall be authorized to engaged such vendors for under \$20,000 and shall inform the Co-Chairs of the Finance Committee of the compelling reasons to do so and receive approval of such engagement. Staff will inform the Finance Committee of all procurements in excess of \$20,000.

- **Unique Services (Sole Source)**

Management may from time to time wish to engage a vendor who provides a unique expertise. Competitive bidding may be impractical or counterproductive. The NYC District Management Association should justify to the satisfaction of the Commissioner of the New York City Department of Small Business Services selection of a contractor for less than three bidders. The Executive Director shall be authorized to engage such sole source vendors for under \$20,000 and shall inform the Co-Chairs of the Finance Committee of the compelling reasons to do so and receive approval of such engagement. Staff will inform the Finance Committee of all sole source procurements in excess of \$20,000.
- **Individual Consultants**

Management seeks to keep the size of the permanent NYC District Management Association staff as small as possible. It may from time to time engage individuals, including interns, support personnel and professionals, to work, on a consulting basis, on time limited, specific assignments. Competitive bidding would be impractical and inappropriate. Therefore, such individual consulting arrangements would not be covered by this procurement policy, but staff will adhere to all IRS guidelines about part-time employees. Any such process for engaging a consultant will take place in conformity with the contract procedure contained in the NYC District Management Association's financial policies and procedures.
- **Sponsorship Funds**

The above guidelines for purchasing services or materials may not apply when the NYC District Management Association receives funds from a sponsor who may have made a special request with regard to a specific event or purchase.

NYC District Management Association Procurement Checklist

Contractor/Vendor Name: _____

Term of Procurement: _____

Service/Item Provided: _____

Amount of Procurement: _____

Competitive Bid: \$10,000 - \$49,999	Competitive Bid: \$50,000 - \$99,999	Competitive Bid: Over \$100,000	Unique Services/Sole Source
Solicit bids from three (3) contractors/ vendors (phone or written):	Solicit bids from three (3) contractors/ vendors (written only):	Solicit bids from three (3) contractors/ vendors (written only):	Has the sole source justification been approved by the DMA Chair?
1)	1)	1)	Date: _____
2)	2)	2)	Was sole source justification sent to SBS in writing?
3)	3)	3)	Yes _____ No _____
If contract – reviewed by Legal Counsel? Date: _____	Was the lowest bidder selected? Yes _____ No _____	Was the lowest bidder selected? Yes _____ No _____	Was sole source justification approved by SBS? Yes _____ No _____
If contract – reviewed by Finance Committee Co-Chairs? Date: _____	If not, has justification been approved by Executive Director or Board or Committee acting on its behalf? Yes _____ No _____	If not, has justification been approved by Executive Director or Board or Committee acting on its behalf? Yes _____ No _____	If contract – reviewed by Legal Counsel? Date: _____
If contract – reviewed by and signed by Executive Director? Date: _____	Has Board or Committee acting on its behalf approved this procurement? Yes _____ No _____	Has Board or Committee acting on its behalf approved this procurement? Yes _____ No _____	If contract – reviewed by Finance Committee Co-Chairs? Date: _____
	If contract – reviewed by Legal Counsel? Date: _____	If contract – reviewed by Legal Counsel? Date: _____	If contract – reviewed by and signed by Executive Director? Date: _____
	If contract – reviewed by and signed by Executive Director? Date: _____	If contract – reviewed by and signed by Executive Director? Date: _____	
		VENDEX forms submitted to SBS and clearance received? Date: _____	