

Cortland County BDC – Competitive Procurement Policy

Approved January 2007

The Cortland County BDC will utilize a competitive bid/procurement process for the acquisition of goods and services except when the executive director, chief financial officer and/or board chairman determine that (1) the goods and services proposed for acquisition are the only goods and services within the local trading area which can meet the agency's need, or (2) the goods and services are needed on an emergency basis, where immediate acquisition is necessary for a project to move forward. The Cortland County BDC will endeavor to purchase locally and regionally, in an effort to stimulate economic impact.

The BDC's procurement policies and procedures have been formulated accordingly. It is recognized that it is not practical to cost effective to solicit quotations from the entire universe of potential bidders in every instance. Accordingly, the IDA has established a threshold of \$5,000 for a project contract value, above which goods and services will be solicited (i.e. mailing bids or proposals to an appropriate vendor list, plus supplying documents to any others who so request). For requirements below that threshold, informal quotations will be requested and at least a sufficient number of vendors will be contacted to achieve reasonable competition.

The file will be documented to show the names of individuals and firms contacted, dates of contact, and quotations received for projects over \$5,000, using the attached worksheet.

Requests may be in the form of written Requests for Quotations (RFQ), or phone or written price quotations.

If the value of the solicitation is less than \$10,000, quotations will be solicited from a minimum of three suppliers. If the value is \$10,000 or more, quotations may be solicited from a minimum of five suppliers.

**PROCUREMENT POLICY:
MODEL INVITATION TO APPLY FOR ELIGIBILITY AND TO BID**

The Cortland County BDC-IDA invites consultants to apply for eligibility and short listing and if found eligible and shortlisted, to bid for the hereunder project:

Name of Project: _____

Description: _____

Approved Budget for the Contract: _____

Source of Funding: _____

Projected Contract Start and Duration: _____

Eligibility of prospective bidders shall be checked using a “passing/fail” criteria. Short listing of eligible consultants will be done based on the following criteria:

- Experience of the consultant
- Qualification of personnel
- Current workload

Only (number of shortlist) eligible bidders shall make up the shortlist. The evaluation procedure will include a review to pass a technical rating of (minimum rate). Only those proposals shall have financial proposals opened and evaluated. The technical proposal shall carry ___% weight in the bid evaluation.

All contracts are subject to government procurement standards for Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract.

The schedule of procurement activities is as follows:

| <u>Activities</u> | <u>Schedule</u> |
|---|-----------------|
| Submission of Letters of Intent and Application for Eligibility | |
| Issuance of Eligibility Forms | |
| Submission of Eligibility Requirements | |
| Results of Eligibility Check | |
| Results of Short Listing | |
| Issuance of Bid Documents | |
| Pre-Bid Conference | |

The Cortland County BDC/IDA assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

