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PROCUREMENT PROCEDURES

This document describes the process by which the Connecticut River Watershed Council (CRWC) will purchase goods and services. CRWC uses Massachusetts law, as described in Chapter 30B, to guide its procurement procedures. While Chapter 30B is applicable to government entities only, it is a relevant guide to best practice for non-profits. Where specific grants or government programs require different and more stringent procedures those will govern a particular purchase or contract solicitation.

Purchase and Contracts less than \$5,000

Use sound business practices. "Sound business practices" is defined as ensuring the receipt of a favorable price by periodically soliciting price lists or quotes.

Purchase and Contracts between \$5,000 and \$24,999

Seek price quotes from at least three vendors and award the contract to the responsible vendor offering the supply or service needed for the best price.

Purchase and Contracts Greater than \$25,000 and Less than \$50,000

Use a simplified bid process, according to the following guidelines:

- a. CRWC will develop a detailed statement of work or description of product(s) required
- b. At least three (3) bona fide written quotes shall be obtained from pre-qualified contractors, on the contractors' letterhead or quotation form
- c. A pre-qualified contractor is one who has been determined by CRWC to be generally qualified to provide the goods or service described in the bid document
- d. CRWC may also solicit bids by advertisement or on the CRWC website from other contractors
- e. Criteria and reasons for selecting a contractor will be placed in the contract file

Purchase and Contracts Greater than \$50,000

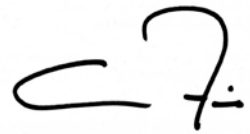
Requires formal bid procedures and shall be processed and executed through formal procedures in accordance with responsible administrative and fiscal practices appropriate for non-for-profit corporations, and in accordance with sound business judgment.

Sole Source and Documented Written Quote Exceptions for Purchases or Contracts Less than \$50,000

Exceptions may apply under the following circumstances:

- a. When there are not three (3) known contractors or suppliers available that can perform to the standards required or within the required time period. In such cases, CRWC will place a memo in the contract file describing the attempts to find qualified contractors and the qualifications of the contractor or supplier chosen.
- b. If CRWC determines that there is one optimal source of the goods or services based on the offered price and CRWC's previous experience with that contractor or supplier, the contractor's qualifications, or other for documented reasons. In such cases, CRWC will place a memo in the contract file describing the attempts to find qualified contractors and the qualifications of the contractor or supplier chosen.

Authorized by the Executive Director, pursuant to by-laws and subject to review by Board of Trustees

A handwritten signature in black ink, appearing to read 'A. Fisk', with a stylized flourish at the end.

Andrew Fisk
Executive Director