

**THE HEALTH SCIENCE CENTER AT BROOKLYN FOUNDATION, INC.**  
**POLICIES & PROCEDURES**

<b>Title: Procurement</b>	<b>No. <u>HSCBF-0009</u></b>
<b>Reviewed by: Foundation Management</b>	<b>Original Issue Date: <u>N/A</u></b>
<b>Approved by: CFO</b>	<b>Revised Date: <u>01/2018</u></b>
	<b>SUNY Policy Ref. No. <u>N/A</u></b>

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**Reason for Policy**

The purpose of the HSCB Procurement Policy is to promote open and free competition in procurement transactions to the maximum extent practical, so that procurements are priced competitively and meet the technical, programmatic, and/or performance requirements of the purchase.

The policy governs all procurement transactions made by HSCB, whether the purchases are made using Unrestricted Funds or funds from a sponsored program or contract.

**Statement of Policy**

All purchases require selection of vendors, suppliers, products, or services that meet HSCB 'S technical, programmatic, or performance requirements for the goods and services and that are reasonably priced.

Suppliers that develop or draft specifications, requirements, statements of work, or requests for bids or proposals for a procurement must be excluded from competing in any resulting procurement.

Any bids or offers may be rejected when it is in the Foundation's best interest to do so.

**When Bids and Proposals are Not Required**

Competitive bids or proposals are not required for the following procurements:

1. Purchases made under contracts with the State of New York, Consortiums, or through campus central stores or Service Centers.
2. Purchases up to \$200,000 from certified small, minority, or women-owned businesses.
3. Purchases that qualify as a Sole Source procurement because the product or service procured is unique to one source or the requirements for the product or service can only be met by one supplier or contractor.
4. Purchases that qualify as Single Source procurement because of limited circumstances that justify procurement without open competition.

## Documentation Requirements for Single/Sole Source Procurements

All Single or Sole Source procurements require documentation of solicitation elements that includes a clear and accurate description of the technical and programmatic requirements for the material, product, or services being procured. The Foundations Single Source Form or campus equivalent form must be used to document all single or sole source procurements prior to the date of the initial purchase, except as otherwise specified in this policy.

### When Bids and Proposals are Required

For all other procurements not identified above, solicitations of bids or proposals are required as follows: The "Total Purchase Amount" must be based on the reasonably expected aggregate total dollar amount of the purchase of the specified goods or services from the specified vendor or supplier within a twelve (12) month period commencing on the date of purchase. If the procurement is reasonably expected to continue longer than 12 months the Total Purchase Amount must be based on the reasonably expected value as specified in the agreement with the vendor or supplier. The expected purchases must not be artificially divided, and unjustified single/sole source procurement must not be used for the purpose of circumventing the thresholds for required solicitation of bids.

<b>Total Purchase Amount</b>	<b>Requirement for Solicitations of Bids or Proposals</b>
up to \$50,000	No requirement for solicitations of bids or proposals. When the same suppliers are used repeatedly or on an ongoing basis for various procurements within this range, pricing and quality of the goods and services must be reviewed periodically and the results maintained in a supplier procurement file.
\$50,000 to \$100,000	Solicitation of bids or proposals required, and procurement requires selection from a minimum of three written or verbal quotes.

over \$100,000	Solicitation of written bids or proposals required, and procurement requires selection from a minimum of three written bids or proposals.
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The competitive bid process or the Single/Sole Source justification related to procurement is limited to the period defined by the agreement with the vendor including any agreed-upon extensions or options for extensions or renewals. If a change to or renewal, extension, or continuation of a procurement that was not competitively bid would result in an actual aggregate expenditure that exceeds the thresholds for required solicitation of bids, it must be approved by DMC's CFO after a Single/Sole Source justification documenting that the failure to determine the reasonably expected aggregate amount on the date of initial purchase was reasonable and justified.

**Vendor Solicitation Requirements**

The vendor solicitation process must be documented, and vendor solicitations must be retained in the files for procurements exceeding the small purchase threshold. Refer to "Documentation for Purchasing and Payment Activities Procedures" for more information.

All transactions and activities related to purchasing goods or services from a supplier must comply with the Foundations "Conflict of Interest Policy."

Some form of cost or price analysis must be made and documented in the procurement files for all purchases. Price analysis may be accomplished in various ways including the comparison of price quotations submitted, market prices, or similar assessments.

The Foundation must make positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible.

Files(s) containing supplier (vendor) and purchasing documentation must be maintained at the Foundations office and be made available upon request in accordance with Office of Management and Budget Circular A-110 and any applicable disclosure requirements of sponsors

**Responsibilities**

The following table outlines the responsibilities for compliance with this policy:

<b>Responsible Party</b>	<b>Responsibility</b>
Every individual who initiates, processes, reviews, approves or records financial transactions on	Responsible for administering this Policy.

behalf of the Foundation.	
Outside parties	Outside parties who supply goods or services to the Foundation or bid on solicitations from the Foundation are responsible for compliance with applicable portions of this policy.
Controller or designee	Responsible for oversight and management of implementation of this Policy