



PROCUREMENT POLICY

The Onondaga County Industrial Development Agency is required to adopt internal policies and procedures governing all procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of Section 103 of the General Municipal Law or of any other general, special or local law and which are paid for by the Agency for its own use and account.

I.METHODS FOR PROCUREMENT

- A. For the procurement of goods and services with value of less than \$5,000, the Agency shall seek a verbal quotation from the provider or providers of the good or service that best meet the standards of efficiency, timeliness, practicality, and convenience. Given these objectives, a price quote from a single vendor may be sufficient.
- B. For the procurement of goods and services with value greater than \$5,000, the Agency shall seek quotations from not less than three vendors, if available, and shall select the least expensive qualified vendor (qualifications to be determined by the Agency) from those who respond to the request for quotations.
- C. Notwithstanding anything contained herein to the contrary, procurements made pursuant to (i) General Municipal Law, Section 103(3) (through county contracts); (ii) General Municipal Law, Section 104 (through state contracts); (iii) State Finance Law, Section 175-b (from agencies for the blind or severely handicapped); and (iv) Correction Law, Section 186 (articles manufactured in correctional institutions) shall be exempt from the procurement procedures herein.
- D. Agency joint funding: Where the Agency is a partial contributor to the acquisition of a good or service, the Agency shall work in consultation with the other funding parties. Procurement methods satisfactory to all involved parties shall be agreed to and implemented.
- E. In accordance with the General Municipal Law, the Agency may award a contract to a single source if there are urgent needs or unforeseen circumstances that make it impractical to seek multiple quotes. Additionally, if a vendor's extensive experience with a specific project is considered highly beneficial for the Agency, that vendor may be chosen exclusively. Factors justifying the selection of a vendor other than the lowest bidder can include expertise, delivery timelines, quantity requirements, and previous performance.
- F. Documentation is required of each action taken in connection with each procurement.

II. PROFESSIONAL SERVICES

- A. For professional services exclusive to the Agency, the form of procurement will be a written statement of requirements provided by the Agency, distributed in the form of a request for professional services with responses to be in the form of a written proposal including the acknowledgement of each Agency requirement and the means by which that requirement will be fulfilled. The award of the purchase of professional services will be in the form of a resolution of the Agency designating a specific provider for professional services.
- B. It is policy of the Agency to permit the sole source of legal services contracts for bond counsel and special counsel in the event of conflicts of interest by general counsel.

III. LOCAL PREFERENCE

- A. It is the policy of the Agency that to the extent practicable to use suppliers of goods and services within Onondaga County as the provider of services to the Agency. Every effort will be made to include vendors within the County on any contact list in any procurement process.

IV. EXCEPTIONS TO METHODS OF PROCUREMENT:

- A. When exceptions are made to the general methods of procurement it shall be indicated in writing and approved by the Board.

V. APPOINTMENT OF A PURCHASING OFFICER

- A. It is the policy of the Agency to appoint a Purchasing Officer. The Purchasing Officer will be responsible for sourcing equipment, goods and services and managing the vendors of the Agency. In the event the Purchasing Officer is unable to fulfill their duties, the Executive Director of the Agency has the authority to appoint a Purchasing Officer.