

MUNIPRO, INC.

Purchasing Policy

Adopted: January 16, 2008
Readopted: October 28, 2008
Readopted: October 28, 2009
Readopted: December 15, 2010
Readopted: February 24, 2016

1. MUNIPRO, Inc. (MUNIPRO and/or the Corporation) is a Not-For-Profit Corporation pursuant to Section 402 of the Not-For-Profit Corporation Law of the State of New York. All purchasing on behalf of the Corporation shall be conducted in accordance with this policy and within amounts appropriated in the annual budget.

2. The purchase of equipment, supplies, material, and non-professional services shall be authorized as follows:

- a. Where the estimated cost does not exceed one thousand dollars (\$1,000.00) purchases shall be made upon verbal quotations or at the discretion of the Contracting Officer. In the event that the purchase is made from a vendor not providing the lowest quote a written explanation will be placed in the file.
- b. Where the estimated cost is over one thousand dollars (\$1,000) and does not exceed ten thousand dollars (\$10,000) the purchase shall be made upon at least (3) three written quotations if available and shall be authorized by the Contracting Officer who shall notify the Board of Directors of said purchase. In the event that the purchase is made from a vendor not providing the lowest quote, an explanation shall be made to the Board at their next meeting.
- c. Where the estimated cost is over ten thousand (\$10,000) the purchase shall be based upon a competitive process. and shall be authorized by the Board of Directors prior to purchase. In the event that a purchase is submitted to the Board that selects a vendor not providing the lowest cost a written explanation shall accompany the recommendation.

3. Professional services agreements are not required to be awarded to the lowest responsible bidder but rather MUNIPRO may use a selection process to determine the most qualified proposal to perform the services. All contracts for professional services shall be awarded based upon a request for proposals process. If the cost of the services is not more than five thousand dollars (\$5,000), the Contract Officer may authorize the agreement and shall notify the Board of said contract. If the cost of services exceeds five thousand dollars (\$5,000) the Board of Directors shall authorize the contract.

4. Purchases of equipment, supplies, material and professional services may be made using State, County or Town Contracts. MUNIPRO considers the process used by the State, County and Town as sufficient to meet the requirements of a competitive process and purchases may be made in accordance with those contracts as long as vendors are willing to provide those goods or services at prices no greater than those in the State or County contracts.

5. Emergency Purchase Orders. Where an emergency condition exists posing imminent danger to public health, personal safety, public or private property, the Contracting Officer is authorized to make purchases of goods or services which may be necessary to meet the emergency condition without following the purchasing policy. In each case, where practicable, the Contracting Officer will endeavor to obtain, at a minimum, verbal quotations for the work or services necessary. Any and all emergency purchases shall be reported to the Board of Directors as soon as practicable.

6. Sole Source Purchases. Where the goods or the services may be purchased from just one source (defined as sole source items) the procurement of said items need not follow this purchasing policy. In order to purchase goods or services without competitive bidding or a competitive quotations the Contracting Officer must certify that the goods or services are only available through one source.

7. The Corporation shall develop such form and process as necessary to carry out this policy and to document that the policy has been complied with.