

**THE RECREATION AND ECONOMIC DEVELOPMENT CORPORATION OF
SUFFOLK COUNTY
PROCUREMENT POLICY**

The Recreation and Economic Development Corporation of Suffolk County

This document sets forth the policy and procedures of The Recreation and Economic Development Corporation of Suffolk County.

Purpose

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public monies in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud, and corruption. To further these objectives, the governing board is adopting an internal policy and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, section 103 or of any other general, special or local law.

Statutory Exceptions from Quotations/Proposals Requirements of This Policy and Procedures

Except for procurements made pursuant to General Municipal Law, section 103(3) (through county contracts) or section 104 (through State contracts), State Finance Law, section 162, Corrections Law, sections 184 and 186 (from "preferred sources," including manufactured in correctional institutions), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be procured in the manner prescribed by General Municipal Law, section 104-b, and Chapter 1065 of the Suffolk County Code, and all rules and regulations promulgated thereunder:

The following procurement procedures are adopted for purposes of governing the hiring and contracting of consultant services such as, but not limited to, accountant services, attorney services, sponsorship services, and computer software or programming services:

Contract Amount

Procedure

\$0.00 to \$10,000.00

verbal quotes from at least 3 sources (if available), with an award made by the Chief Executive Officer.

\$10,001.00 to \$50,000.00

written quotes from at least 3 sources (if available), with award made by the Chief Executive Officer.

\$50,000.01 and up

advertised Requests for Proposals with each separate award made by a majority vote of the governing board.

Waivers from the procurement procedures set forth above may be granted by the governing board in accordance with the Suffolk County policies and procedures established under Suffolk County Code §1065-4.

Individual(s) Responsible for Purchasing

President

Annual Review

The governing board shall annually review and, when needed, update this procurement policy.

The President shall be responsible for conducting an annual evaluation of the effectiveness of the procurement policy and procedures and an evaluation of the control procedures established to ensure compliance with the procurement policy, and shall be responsible for reporting back to the governing board.

Unintentional failure to comply

The unintentional failure to comply fully with the provisions of General Municipal Law, section 104-b shall not be grounds to void action taken or give rise to a cause of action against The Recreation and Economic Development Corporation of Suffolk County or any officer or employee thereof.