



Windham County Natural Resources Conservation District

General Procurement Policy

1.0 Purpose. This document describes the process by which the Windham County Natural Resources Conservation District (NRCD) will procure consulting services and/or purchases. This policy is intended to obtain the highest quality goods and services at the most competitive price, clearly define authority for the selection of vendors and consultants for goods and services, and to allow equal and fair opportunity among qualified vendors and consultants.

2.0 Procurement Guidelines.

- \$15,000 or less. Consultants can be selected and purchases can be made without securing competition if the price(s) received is reasonable. The District Manager shall update the Board of Supervisors on selected consultants at monthly board meetings. The District is not precluded from obtaining quotes from more than one consultant or vendor if the price received is not reasonable or is determined that it is in the best interest of the District.
- Above \$15,000. All purchases or consulting services valued at \$15,000 or above shall require a bid process, and be initiated by the issuance of a request for bids or request for proposals. Notice of the request shall be made by letters or emails to known and qualified consultants and vendors, posting on the District's website, and an advertisement placed in the Brattleboro Reformer. Written quotes or proposals shall be requested from at least three qualified consultants or vendors. This policy is designed to provide instruction to District staff and supervisors, and no provision in this policy shall be construed as to grant rights of recourse to bidders if this policy is not followed. All purchases or services requested must be approved in the current budget, or by board approval.

3.0 Procedures

- The District Manager and Board of Supervisors' subcommittee shall review quotes and select consultants or vendors and document process.
- Criteria for bid selection includes, but is not limited to: Price; Bidder's ability to perform within the specified time limits; Bidder's experience and reputation, including past performance and demonstrated flexibility; Quality of materials and services specified in the bid; Bidder's ability to meet other terms and conditions including insurance and bond requirements; Bidder's overall familiarity with the project area, partners and scope of work.



- The District reserves the right at its discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which is determined to be in the best interest of the District.

4.0 Exceptions

- In the event there are not three known vendors which have materials/services available, less than three quotes are permissible provided the District documents this discrepancy.
- The District may, at their discretion, choose to sole source contracts to consultants who are pre-qualified to continue with an existing project, or have completed previous projects that position the consultant as best qualified for the next phase of a project. This does not preclude the District from obtaining quotes or bid procedures if the District finds the existing contractor to be unqualified for a specific project or if the price is not reasonable. Sole source exceptions will be authorized and documented by the Board of Supervisors. Sole sourcing will only be considered with projects under \$50,000.
- The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management, and insurance services.

5.0 Adoption

This policy was adopted on February 20, 2015 and is effective as of this date until amended or repealed.

