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## Friends of the San Luis Valley National Wildlife Refuges Procurement Policy

**Purpose:** The purpose of these standards is to establish procedures for the Corporation for the procurement of supplies and other expendable property, equipment, real property and other services.

### 1. Purchase guidelines.

1.1. Brand-name only products will not be specified unless absolutely necessary.

1.2. Acquisition of duplicative or unnecessary items will be avoided.

1.3. All necessary affirmatives steps must be taken to assure that minority businesses and womens' business enterprises (MBE/WBE) are used when possible.

#### 1.4. Purchase amounts:

1.4.1. Micro-purchase: If the dollar amount is below \$3,000, or below \$2,000 if construction related and subject to David Bacon compliance requirements, competitive quotes are not required.

1.4.2. Small purchase: If the dollar amount exceeds the micro-purchase amount but is less than the Simplified Acquisition Threshold of \$150,000, informal purchasing procedures will be followed and price quotes be obtained. The procurement should address how this will be documented.

1.4.3. If the purchase is more than the Simplified Acquisition Threshold of \$150,000, a formal solicitation is required and the purchase would be awarded to the responsible bidder who meets all the required criteria, has the required experience, and is the lowest price.

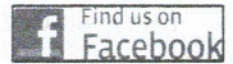
1.4.4. Competitive proposals: If the purchase is more than the Simplified Acquisition Threshold of \$150,000, this method would be used when sealed bids are not appropriate and there is a fixed price or cost reimbursement contract.

1.4.5. Noncompetitive proposals or sole-source procurement and has specific criteria as to when it can be used, such as an item is only available from one source, a public emergency does not allow time for a full competitive proposal, or the competition is deemed inadequate.

### 2. Record Keeping

2.1. Records will be maintained in sufficient detail to show the history of vendor or contract procurement including the justification of the need for the work to be done.

2.2. A table will be created and used to compare different vendors in terms of cost, skills, and features. Note of specialized skills or knowledge and past experience will be included. Contractor integrity, compliance with public policy, record of past performance, and financial and technical resources will be rated.



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2.3. Physical items purchased shall be entered and tracked in the **Inventory Control System** by the **Property Manager** according to the **Inventory Control Policy**.

Adopted on: Month 4 Day Dec Year 2020

Signed President of the Board:

A handwritten signature in black ink, appearing to read 'Debra Callahan', written over a horizontal line.

Debra Callahan

Signed Secretary of the Board:

A handwritten signature in black ink, appearing to read 'Lisa Clements', written over a horizontal line.

Lisa Clements