



PROCUREMENT POLICY

Bainbridge Island Senior Community Center (BISCC)

The purpose of this policy is to ensure that major purchases made on behalf of the Bainbridge Island Senior/Community Center are wise, thoughtful, and competitive. We track major purchases to ensure that we don't duplicate orders or waste the funds that have been entrusted to us. It is important that you act with honesty and integrity in purchase decisions.

All requests for purchases need to be reviewed and authorized by the Executive Director. If the purchase is over \$10,000, the Executive Director is required to submit the purchase to the Executive Committee for review and authorization. If the Executive Director is not available, the Associate Director can fill this role.

After a purchase is authorized, the requesting staffer must undertake a review of potential sources of supply to ensure a wise use of funds.

To that end, all purchases must avoid non-competitive practices such as: (a) unreasonable qualification requirements; (b) conflicts of interest on the part of either suppliers or BISCC; (c) considering non-brand-name choices; (d) not splitting purchases into smaller amounts to avoid dollar thresholds.

Since BISCC supports Minority Owned, Women Owned, and Small Business Vendors, you are encouraged to consider such organizations and solicit their engagement in competitive bidding.

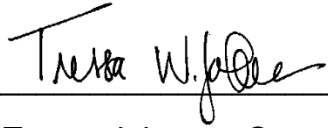
Things to consider when making a purchasing recommendation:

- Is the item or service priced fairly? Balance price, quality, and performance.
- Is the item or service available when we need it?
- Is the item or service sustainable - does it use renewable materials?

After you have done your homework, share your research with the Executive Director. For purchases over \$200, save a record of your research (email is fine for most decisions, though the Executive Director may request documentation for any purchase.)

A record of all major contracts is maintained by the Executive Director in Bainbridge Island Senior Community Center Team Site SharePoint in the .BISCC Board folder.

Policy approved by the BISCC Board of Directors on November 13, 2024.

By: 
Tressa Johnson, Secretary