

Purchasing Policy

Purpose:

The purpose of this Purchasing Policy is to establish guidelines for acquiring of goods and services for operations of the Jamestown Presbyterian Foundation, Inc. (Foundation).

1. Core Principles

The following principles guide all activities and decisions:

Fairness

Best value

Transparency

Manage risks

2. Applicability

This policy applies to any purchase of goods and/or services for the Jamestown Presbyterian Church Foundation, Inc. (Foundation) funds where the current total cost is \$5,000 or more or is expected to be \$5,000 or more in any one year.

For purchases that total \$5,000 or more, every attempt will be made to get at least three written quotes for the same description of services or goods. If the goods and/or services are not understood to the point of providing a written description, then a request for information (RFI) will be issued to gather the requirements to include in a request for proposal (RFP). If three bids cannot be obtained, a reason for not getting the bids will be communicated to the evaluating committee. The evaluating committee will need to make the decision to cancel the RFP, rebid, or accept any bids received.

Once the RFP is prepared, no Board member will have any conversations with bidders unless all bidders are informed of the conversations. Questions and answers will be shared with all bidders.

The bids will be opened in the presence of minimum of three Board members and all bids will be opened at the same time. If a vendor request to be at the bid opening, then all vendors will be invited.

Evaluating the RFP will take place by the Board of Directors (Board) or a subcommittee of the Board with a report to the full Board. The vendor who closely meets the written bid documents will be chosen. If more than one meets the requirements, the best value will be chosen. The evaluations will not only be based on the RFP, but also



Price

Quality

Sustainability

Social responsibility

It is permissible to request a demonstration of the items prior to making an award. It will be important that all members of the selection committee attend all demonstrations.

Once chosen, it is permissible to for the Board to negotiate with the vendor on items that might have been included in the proposal but not in the original bid, or any alternatives in the original RFP.

No purchases should be made for personal use.

This policy does not apply to funds transferred to Jamestown Presbyterian Church (Church). Once funds are transferred, expenditures should follow the Church's purchasing policy.

3. Documentation and Record Keeping

Documentation will be maintained three years after an audit is completed for the year the purchase was made. This documentation will include the bid documents, the bids, evaluation criteria, and winning bid.

4. Conflict of Interest

Any Board member that stands to benefit personally or professionally from a relationship with a vendor or has an appearance of benefitting, will reveal this conflict of interest to the Board and recuse themselves from all discussions involving the vendor.

5. Roles and Responsibilities

The Board will be responsible for implementation of this policy.

6. Reporting and Review

The Purchasing Policy will be reviewed periodically and updated as necessary to reflect changing economic conditions, organizational priorities, or legal requirements.



7. Amendments

Changes to this policy require approval by the Board of Directors upon recommendation from any review committee.

Approved by: _____

[President, The Jamestown Presbyterian Church Foundation, Inc.]

Date: _____

[Approval Date]

