



Purchasing and Procurement Policy

Purpose of Purchasing and Procurement Policy

The purpose of this Purchasing and Procurement Policy is to assure that purchases of goods and services on behalf of the Roeliff Jansen Community Library (the "Library") are made only after review and approval at the appropriate level. To the extent feasible, when making purchasing decisions, the Library will comply with its sustainability goals and optimize available resources. This policy ensures overall stewardship, due diligence, strong financial controls, and general risk management by the Board of Trustees (the "Board") of the Library.

The Library seeks to identify vendors who:

- 1) are local, low impact, fair trade, and environmentally friendly
- 2) use materials that have been sourced responsibly (i.e., use recycled paper)
- 3) reduce waste by minimizing or reusing packing material
- 4) maintain a work environment where employees are respected and valued.

Authorization

Purchases of Library materials for circulation are at the discretion of the Library Director. Whenever practical, purchases should be made from vendors offering volume discounts to libraries or from vendors offering a State discount.

Pursuant to the budget, for other purchases of goods and services, the following shall apply:

1. Purchases under \$1,000 are at the discretion of the Library Director or chair of the relevant Committee of the Board.
2. For purchases between \$1,000 and \$2,499.99, the Library Director must consult the Treasurer unless there are sufficient funds in the budget category to cover the purchase.
3. For purchases of \$2,500 and above, approval of the Board is needed unless the item

was specifically budgeted for. However, even if the item was not specifically budgeted for, the Library Director may, with the approval of both the President and the Treasurer, make a purchase of a single item between \$2,500 and \$5,500 in cases of extreme emergency.

4. Purchases made from the Library's petty cash fund shall comply with the Library's Financial Policies.
5. Purchases not authorized in this Policy are not allowed.

Solicitation of Bids

Whether budgeted for or not, for purchases of furniture, fixtures, equipment, and contracts for services of \$1,000 and over, at least three written bids from different vendors should be obtained; where obtaining bids is not feasible, obtaining prices from three different vendors will suffice. It is understood that in some circumstances, there may not be three appropriate vendors timely equipped to provide the item or service. This may occur when a good or service is uniquely provided by only one source, with respect to certain professional services, in the event of emergencies, or otherwise at the discretion of the Board of Trustees. In such instances, the Board may waive the requirement to obtain multiple bids or prices.

The Chair of the relevant Committee or the Library Director must approve the wording of all solicitations or requests for proposals (RFPs) or quotes (RFQs).

The relevant Committee or the Library Director will determine which vendor(s) are qualified to receive a solicitation or RFP or RFQ. Any Committee member involved in determining vendor qualifications must affirm, in accordance with the Library's Conflicts of Interest Policy, that he or she has no conflict of interest involving any vendor on the list of vendors receiving a solicitation or request, or any vendor that might have been on the list but was excluded for any reason.

RFPs and RFQs

The Library can use RFPs and RFQs when it is seeking to use a defined structure to obtain bids prior to making a procurement decision. These formal processes outline the required goods or services the Library is seeking. The RFQ is generally used when the Library is interested in obtaining only pricing and is not seeking additional information.

Preparing an RFP or RFQ can be considered:

- When the cost of the project is expected to be \$5,000 or more or is deemed to be a complex project,
- When the Library needs more information about the product or service and how it will meet the Library's needs, or
- When a vendor or service provider has reached a contract time period of 3 years.

Credit Cards

The Library Director is the only person authorized to have a Library credit card. Policies

regarding approvals must be followed when making credit card purchases. The card is not to be used for personal expenses. For each purchase, the Library Director should submit to the Treasurer an original, itemized paid receipt indicating the amount paid, vendor, and itemized description of the purchase, or a copy of the order form or email receipt, or both.

Adoption and Review of this Policy

The Board shall adopt and oversee the implementation of, and compliance with, this Policy. This Policy shall be reviewed by the Board at least every five years.

Reviewed and approved by the Board on December 21, 2021

Reviewed and amended, March 22, 2022

Reviewed and amended, May 16, 2023