

# MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

## Purchasing Policy

### Sole Source Procurement Amendment

#### **Sole Source Procurement**

~~If, after conducting a good faith review of available resources, the Executive Director determines that there is only one source of the required materials, supplies, or equipment, or professional services a purchase contract may be awarded without complying with established bid requirements. Sole source bids over \$10,000 but less than \$50,000 shall be reported to the Board of Trustees.~~

#### **I. Scope**

~~This policy permits, under certain conditions, purchases of goods or services without soliciting bids from multiple sources.~~

#### **II. Policy**

~~The Midcoast Regional Redevelopment Authority (MRRRA) recognizes that special circumstances may not support the use of competitive bidding. In these situations, sole source purchases may be an acceptable alternative. Sole source purchases are an exception to the MRRRA's competitive bidding policy, and must always be in writing. The Executive Director may approve sole source purchases of less than \$50,000 on a case-by-case basis in writing after providing written notice to the Board of Trustees.~~

~~Following are examples of source purchases:~~

- ~~The requested product is an integral part or accessory to existing equipment.~~
- ~~The service requested is for existing equipment which can only be completed by the original manufacturer or manufacturer's designated service provider.~~
- ~~The requested product or service has unique design, performance, and/or a quality specification that is essential to a particular protocol or need that is not available in comparable products.~~
- ~~The requested product or service is essential in maintaining continuity of service.~~
- ~~The requested service or system requires a supplier with unique skills or experience.~~

~~The Executive Director is responsible for evaluating alternative sources of supply and documenting the reasons that the purchase will be directed to a particular supplier or service provider. The Executive Director is also responsible for verifying that prices paid for a sole source purchase are fair and reasonable. The Executive Director shall provide this information to the Board of Trustees as part of the required notice referenced above.~~

### **III. Exclusions**

Guest speakers, honoraria, subscriptions, dues, memberships and other similar items will be treated as sole source, and do not require sole source justification documentation.