

**NORTHERN KENTUCKY URBAN AND COMMUNITY FORESTRY COUNCIL
PROCUREMENT POLICY**

Northern Kentucky Urban and Community Forestry Council (NKUCFC) is a nonprofit organization supported by the volunteer efforts of its members. This procurement policy is intended to further the cause of our mission and prevent abuse caused by conflict of interest. It is in the best interest of NKUCFC to receive the greatest value from any endeavor for which we pay compensation, and to secure those services in an equitable manner.

This procurement policy is guided by the instructions and principles of our Conflict of Interest Policy and our Code of Members Conduct Policy, and generally accepted procurement guidelines used by independent non-profit organizations.

I. Grant Committee

When NKUCFC receives a grant of any sum from a local, state, or federal source a grant Committee must be created.

When NKUCFC receives a grant from a private source at a value of \$5,000.00 or more, a grant committee must be created. At the discretion of NKUCFC, a grant committee may be formed for private source grants under \$5,000.00.

A grant committee should be comprised of knowledgeable members from within NKUCFC and subject matter experts as needed.

II. Solicitation Procedures

- a. For goods and services valued under \$5,000 and not sourced from state or federal agencies, NKUCFC can direct award to a qualified vendor, or solicit multiple telephone/email/fax quotes at its discretion. Quotes received in this manner will be kept on record for one (1) year, and all records kept by the current NKUCFC Chair.
- b. For goods and services over \$5,000 in value, NKUCFC will use a Request For Proposal (RFP) process.

III. RFP Process and Procedures

a. Use

NKUCFC will use RFP's to solicit proposals from vendors for the procurement of goods and services when competitive bidding is required. This policy is to comply with the Northern Kentucky Urban and Community Forestry Council's Conflict of Interest Policy. If a conflict is ever identified between this Procurement Policy and Council's Conflict of Interest Policy, the Conflict of Interest Policy will take precedent.

b. Purpose

The purpose of an RFP is to solicit proposals which will allow the NKUCFC to select the best vendor and the best solution to the need. The preferred proposal will not necessarily be the one with the lowest cost. Other factors such as qualifications of the company, quality of service provided, financial stability of the company, and more will influence the selection of the preferred vendor.

c. Principles

The RFP should be drafted with ease of grading in mind. Therefore, it should be as clear as possible in terms of the work desired by NKUCFC, the budget, the time frame required, and more. The grading system, which rates all aspects of the potential bids, should be drafted along with the RFP. The Selection Committee will include the full grading system within the RFP. Any information shared with any bidding vendor must also be shared with any other bidding vendor, whether it is solicited or not.

NKUCFC's Conflict of Interest Policy and NKUCFC's Procurement Policy should be written into all NKUCFC Requests For Proposal.

d. Procedures

1. The Grant Committee will draft the RFP. If necessary, it may seek technical assistance from outside agencies, such as the Kentucky Division of Forestry. The grant committee will identify appropriate selection criteria, which considers the key issues of concern. Examples of such issues include:

- a. Years a bidding vendor has been in business
- b. Experience of company in area of desired services
- c. Financial strength of company
- d. Proposed cost
- e. Quality of similar programs/services provided elsewhere
- f. Compliance with specifications in RFP

The grant committee will develop a calendar of events. The calendar should include the following:

- a. RFP issue date
- b. Vendor question and answer session dates
- c. Response date and time
- d. Date and time of opening of responses
- e. RFP deadline
- f. RFP grading deadline
- g. Date for announcement of winning bid
- h. A meeting open to all potential vendors should be offered in all NKUCFC Requests For Proposals.
- i. RFP Grading will proceed within the Grant Committee. All dictates of the NKUCFC's Conflict of Interest Policy must be followed.

IV. Bids

Bids will be graded according to the predetermined system. Once a preferred bid is determined, all bidders will be notified. No information regarding any bidding vendor's proposal will be shared by Council or any members of Council with any other vendor.

NKUCFC will retain proposals and bid tabulations for a period of two years after the project is complete. Such records will be retained by the current NKUCFC Chair.