

Procurement Policy

Approved 6/4/20

The Great Falls Development Authority (GFDA) believes in an open, fair and competitive procurement process. Our goal is to utilize open, fair and competitive procurement practices to ensure that GFDA obtains the greatest possible value for our public and private investors. Value is a combination of quality, timeliness, effectiveness and cost.

Compliance

At all times, the procurement processes utilized by GFDA shall conform to federal and state procurement laws and regulations. Procurement practices shall also comply with GFDA Financial Management, Sunshine and Conflict of Interest policies.

GFDA must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

Preference

When not using federal or state funds and when allowable by federal and state laws and regulations, GFDA shall give preference in procurement first to investor members, then to firms located in the Great Falls trade area, then to firms located in the State of Montana. Such preference shall not exceed 5% of cost and shall be limited to firms that demonstrate the required skills and experience.

Competitive Process

For procurement of any goods or services expected to cost in excess of \$5,000, the process utilized shall be Request for Proposal or Bid, 3 Bids, or Request for Qualifications. For each of these processes, a point scoring system will be utilized to select the firm offering the best value to GFDA, including consideration of quality, timeliness, effectiveness and cost.

Procurement of goods and services expected to cost less than \$5,000 shall be done in such a way as to ensure that GFDA obtains the greatest possible value.

Request for Proposal or Bid

For any purchase of goods or services expected to cost in excess of \$15,000, a Request for Proposal (RFP) or Request for Bid (RFB) shall be publicly issued. The RFP or RFB shall include a clear scope of the work, schedule, and skills and experience required. A scoring committee comprised of at least three persons will score the responses. The President shall approve the RFP or RFB prior to issuance, and membership of the scoring committee.

3 Bids

For any purchase of goods or services expected to cost \$5,000-\$15,000, GFDA may opt to secure three bids rather than issue an RFP or RFB. A minimum of 3 written bids will be secured from vendors. The three bids will be scored by a scoring committee comprised of at least three persons. The President or Senior Vice President shall approve the use of the 3 bids process, and membership of the scoring committee.

Request for Qualifications

A Request for Qualifications (RFQ) may be issued for procurement of ongoing or intermittent need for professional services when individual projects are expected to cost less than \$5,000. The RFQ shall be

publicly issued and detail the skills and experience required. A scoring committee comprised of at least three persons will score the responses. The President or Senior Vice President shall approve the RFQ prior to issuance, and membership of the scoring committee.

In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

Selection

When utilizing an RFP, RFB, 3 Bid or RFQ process, the scoring shall rank firms in numerical order. Once scoring is complete, GFDA will attempt to negotiate a contract with the highest scored firm. If negotiations are unsuccessful, negotiations will be attempted with the second highest scoring firm and so on until an acceptable contract has been agreed to.

GFDA shall always reserve the right to cancel the procurement prior to execution of a contract. A contract shall be executed within six months of date of issuance of an RFP.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest.

Liability

All vendors shall be required to provide copies of their liability and workers compensation insurance policies prior to the execution of a contract with GFDA.

Contracts will not be awarded to vendors that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.