



## **Procurement Guidelines**

The Albany County Business Development Corporation (ACBDC) appoints their agent, the Advance Albany County Alliance, LDC (Alliance), to procure all services and goods as required and within the following guidelines:

The Alliance as agent for ACBDC will follow their Request for Proposal (RFP) process for the purchase of goods and supplies on behalf of ACBDC.

The following method of purchase will be used when required by this Policy in order to achieve the highest savings:

All goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods/services will be purchased in a competitive manner except for in the following circumstances:

Purchases costing less than \$5,000;

\$5,000-\$10,000                      Price obtained by 2 verbal quotations

\$10,001-\$50,000                      Price obtained by 3 written/fax quotations

\$50,001 and above                      Price obtained through issuance of Request For Proposals with award made by resolution of Board of Director

For all RFP's issued on behalf of ACBDC, the Alliance will collect all responses, compare bid information and present the results to the ACBDC Board for their selection of provider. If there appears to be a conflict of interest a blind report can be prepared for presentation to the Board.