

ANCS Financial Authorization Policy

Check Signing

Checks of less than \$10,000 require a single signature of a principal or the executive director. Checks of \$10,000 or more require two signatures. Checks in excess of \$10,000 will require the signature of the executive director and a principal. No checks shall be signed prior to the check being completed in its entirety - no signing of blank checks.

Employee Contracts

The executive director is authorized to issue and sign any employee contract on behalf of ANCS so long as the position being contracted and its salary scale have received prior approval of the ANCS Governing Board.

Vendor Contracts & Purchasing Limits

All completed purchase orders must be signed by the preparer and approved by a principal or the executive director.

All contracts of up to \$50,000 between ANCS and outside parties must be reviewed and approved by the director of business and operations, as well as the executive director, and the executive director is authorized to enter into any such contract on behalf of ANCS. All contracts or commitments in excess of \$50,000 annually or cumulative contracts or commitments over \$100,000 must be approved by the ANCS Governing Board.

Required Solicitation of Quotations from Vendors

Except for purchases qualified under "Special Purchasing Conditions" below, expenditures exceeding \$25,000 for labor, equipment, supplies or services purchased, leased or contracted for shall be made only after receiving written quotations from at least three (3) vendors. Specific selections shall be recommended, via the principal or executive director, to the director of business and operations for approval with written quotations attached for review. Recommendations shall be based on consideration of all applicable criteria as described under "Evaluation of Alternative Vendors" below.

Solicitations for goods and services (requests for proposals) should provide for all of the following:

1. A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features, which unduly restrict competition.

2. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals (see the next section entitled "Evaluation of Alternative Vendors" for required criteria)
3. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
4. The specific features of "brand name or equal" descriptions that bidders are required to meet when such items are included in the solicitations.
5. Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.
6. A description of the proper format, if any, in which proposals must be submitted.

Evaluation of Alternative Vendors

It is the policy of ANCS to request written proposals from at least three vendors for all purchases that will exceed \$25,000. Alternative vendors shall be evaluated in consideration of the following criteria:

1. Adequacy of the proposed methodology of the vendor
2. Skill and experience of key personnel
3. Demonstrated company experience
4. Other technical specifications (designated by department requesting proposals)
5. Compliance with administrative requirements of the request for proposal (format, due date, etc.)
6. Vendor's financial stability
7. Vendor's demonstrated commitment to the nonprofit sector
8. Results of communications with references supplied by vendor
9. Ability/commitment to meeting time deadlines
10. Cost
11. Minority- or women-owned business status of vendor
12. Other criteria (to be specified by department requesting proposal)

Not all of the preceding criteria may apply in each purchasing scenario. However, in each situation requiring consideration of alternative vendors, the department responsible for the purchase shall establish the relative importance of each criterion prior to requesting proposals and shall evaluate each proposal on the basis of the criteria and weighting that have been determined.

After a vendor has been selected and approved by the principal or executive director, the final selection shall be approved by the executive director prior to entering into a contract.

Special Purchasing Conditions

Emergencies:

Where equipment, materials, parts, and/or services are needed, quotations will not be necessary if the health, welfare, safety, etc., of staff and protection of ANCS property is involved.

Single Distributor/Source:

Where there is only one (1) distributor for merchandise needed and no other product meets the stated needs or specifications, bids will not be necessary.

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