

## **IDA Procurement Policy**

The purpose of this section is to briefly summarize the Procurement Policy of the Schoharie County Industrial Development Agency. Please view the full policy for additional details.

All goods and services will be secured by use of written or verbal quotations, or any other method to ensure goods and services will be purchased at the lowest price and favoritism can be avoided. This rule will be adhered to in all circumstances except: goods costing less than \$3,000; purchase of second hand goods; emergency purchases of necessary goods; goods purchased from agencies for the blind or handicapped; goods purchased from correctional facilities; purchases under state or local government contract; or the purchase of professional services in which services offered at the lowest price point may not be the most suitable. In the purchase of professional services verbal or written quotations must still be acquired, however the Contractor may be selected at the IDA's discretion based on the potential Contractors' reputation, skill level, experience, or any other relevant criteria.

The IDA will maintain documentation to demonstrate not only that quotations were sought out, but also that the Contractor was selected without conflict of interest or collusion and that the criteria for selection and purchase were appropriate.