

**HOUSING FINANCE AUTHORITY
OF LEON COUNTY
PROCUREMENT POLICY**

Purpose

Establish general policies and procedures of the Housing Finance Authority of Leon County, Florida ("HFALC") with regard to the purchase of goods and services.

Policy

1. The HFALC desires to receive a fair price, maximize competition and provide a framework for its purchase of goods and services.
2. All purchases \$5,000 or greater require approval by the HFALC Board (the "Board"). When a purchase is included in an agreement that has been executed by the Board, the purchase is deemed to have received prior approval by the Board. The HFALC will endeavor to provide written solicitations ("Request for Proposals" or "RFPs") for professional services or other costs in excess of \$5,000; however at the recommendation of the HFALC Administrator and approval of the Board, such selection may be made without competitive solicitation if circumstances (e.g., time considerations, only one legitimate provider) so demand it, or the Board otherwise deems it in the best interest of the HFALC.
3. All purchases of between \$500 and \$4,999 require approval by the Board, except that the HFALC Administrator and the HFALC Treasurer may jointly approve such purchases without prior approval of the Board when a bill is due prior to a regularly scheduled Board meeting and the item is included in the Board-approved budget. Such purchases may be made either by debit or credit card with proper documentation of approval by both parties or by HFALC check. Each such purchase must be reported to the Board at the next regular meeting of the Board. A purchase request form must be completed for each purchase.
4. Either the HFALC Administrator or the HFA Treasurer may approve non-budgeted purchases up to \$499.99 without prior approval of the Board, which purchases may be made either by debit or credit card with proper documentation of approval by both parties or by HFALC check. Each such purchase must be reported to the Board at the next regular meeting of the Board. A purchase request form must be completed for each purchase.
5. In general, the HFALC shall endeavor to solicit proposals for professional services every three to five years based upon performance and the desires of the HFALC.
6. In any competitive solicitation:

- (a) The request for proposals or other solicitation shall be prepared by the HFALC Administrator in conjunction with the HFALC's attorney and approved by the Board.
 - (b) The HFALC may establish a selection committee to provide a recommendation to the Board.
 - (c) The HFALC reserves the right to reject any or all responses for any reason. The HFALC will not be held responsible for any costs incurred by vendors in the case of rejection.
 - (d) The selection to be made will be based upon the response providing the best overall benefit to the HFALC and its programs.
7. All payments to vendors shall be in accordance with the "Prompt Payment Act", Chapter 218, Part VII, Florida Statutes.
8. For federal and state grant funded projects, the HFALC shall follow the procurement process required by the funding agency and grant agreement.
9. No official or agent of the HFALC shall participate in the selection or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. The HFALC's officials and agents shall neither solicit nor accept gratuities, favors or anything, regardless of value, from vendors or potential vendors.

Approved by the Housing Finance Authority of Leon County on the 11th day of January 2018.

Thomas Lewis, Chairman