

# Demonstration Home Procurement Policy and Procedures

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## HOME BUILDERS ASSOCIATION OF GREATER CINCINNATI

### I. Purpose

The purpose of this policy is to provide a process that involves full documentation, transparency, and promotion of "full and open competition" among vendors, for products and services related to the Home Builders Association of Greater Cincinnati's (HBAGC) Demonstration Home.

As a consequence of adhering to this policy, HBAGC will:

- obtain the best value for its purchases and donations, concerning both cost and quality;
- have a fast and efficient purchasing process;
- demonstrate financial probity to members;
- successfully manage and address the potential for conflicts of interest;
- utilize a transparent and competitive contracting process where appropriate and practical;
- monitor and evaluate performance in purchasing and procurement;
- be protected from complaints and legal actions mounted by potential suppliers who believe they have not received fair treatment.

### II. Responsibility

The HBAGC Demonstration Home Committee is responsible for determining whether a purchase and donation are allowable following this policy. The HBA Executive Committee may modify the terms of the this-this agreement as necessary.

### III. Code of Conduct

The following Code of Conduct shall govern the performance, behavior, and actions of HBAGC, including Board members, directors, employees, and volunteers who are engaged in any aspect of procurement, including, but not limited to – purchasing and solicitation of donations of goods and services for the Demonstration Home.

#### *Ethical Guidelines*

- The best value for HBAGC goods and services must be sought. At the same time, HBAGC will carry out a commitment to ensuring full and open competition and practicable opportunity for all member and non-member companies. Member companies will be provided preference whenever possible.
- There will be a documented process for all purchases and donations that will allow for transparency of decisions and review of purchases and donations.
- Staff and volunteers will ensure that they are not, or are not perceived to be in a conflict of interest with any supplier. Those staff or volunteers who have, or may be observed to have, a vested interest in the outcome of purchase or donation should disclose any potential conflict to

the Demonstration Home Committee and discuss whether they should exclude themselves from any role in the purchase or donation.

- HBAGC officers, directors, employees, or volunteers shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value over \$50, as it relates to the Demonstration Home project.

#### **IV. Procurement Standards**

- All purchases and donations must be necessary to fulfill the goals of the Demonstration Home Committee.
- HBAGC will document the vendor selection process to provide an objective justification for each purchasing and donation decision. This includes solicitation, price analysis, and final selection.

#### **V. Procurement Procedure**

- HBAGC shall purchase and obtain the donation of all materials and services through the following purchasing procedures.

##### **1. Purchases of \$0 to \$2,000**

###### **(Individual purchases, or aggregate purchases and donations with a single vendor)**

Purchase and a donation not greater than \$2,000 may be made without obtaining competitive quotations if an authorized employee is making the purchase or accepting the donation and determines that the price for the purchase or donation is reasonable.

- For all purchases of \$2,001 or more, HBAGC will document, IN WRITING, the purchasing process, in such a way that demonstrates unbiased justification for all purchasing decisions.

##### **2. Purchases \$2,001 or more**

###### **(Individual purchases, or aggregate purchases with a single vendor)**

Telephone, electronic (email), or written (fax/PDF) quotes must be obtained from at least (3) businesses. Written documentation (can be in the form of a Vendor Selection form) must be electronically saved on the shared office drive.

#### **VI. Non-Competitive Vendor Selection**

Sole Source Procurement should only be made under the following circumstances:

- a. Only one response received
- b. Required by sponsor
- c. Unique prior experience
- d. Limited qualified vendor
- e. Proprietary Item with unique requirements

Approved by HBA Board of Directors  
08/02/18