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# MEMORANDUM

TO: MMC Employees

FROM: Marcus Martin

DATE: March 1, 2022

SUBJECT: Procurement Procedures

As of February 28, 2022, the Marjaree Mason Center Procurement policy has changed. Invoices/contracts in the amount of \$10,001 to \$50,000 require that a minimum of three quotes are obtained. The contract or procurement must be awarded to the responsible contractor or vendor whose offer is the most advantageous to the project (price and other factors considered).

For contracts over \$50,000 using State or Federal funds, a formal bidding process is required in which a bidder is selected based on material submitted in response to an Invitation to Bid (IFB) or Request for Proposal (RFP). IFBs/RFPs must clearly define all requirements the bidder must fulfill for the bid or offer to be evaluated by the project. The bid or proposal must include a clear and accurate description of the technical requirements for the services or materials/goods to be produced, and must not contain any features that unduly restrict competition. Bidders are not allowed to discuss or clarify any points after their bids have been submitted, and face-to-face negotiations are not allowed.

All contracts/invoices over \$25,000 must be approved by the Board of Directors through the fiscal year budgeting process or prior to the check being written to the vendor.

For all procurements:

Verification must be obtained that the contractor or vendor has not been suspended or debarred from participation in federal awards prior to entering into the contract.

To verify that a vendor has not been suspended or debarred from participation in federal awards, go to [www.sam.gov](http://www.sam.gov)-->Search Records→Enter the vendor's name. After searching the vendor's name, verify the following information is correct:

Has Active Exclusion= No

Expiration Date = Must not be expired

**SAM Sear**  
**List of records match**

**Search Term : marjare**  
**Record Sta**

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