

Procurement Policy

Adopted: 3/2/2026

I. Responsibility: Board of Directors

The Board of Directors will periodically review these procedures to safeguard the deployment of Ester Village Library assets and to ensure compliance with various funding sources, specifically the federal Office of Management and Budget Uniform Guidance.

II. Purpose

For the purpose of effective, efficient, and responsible use of funding, the following procedures will be used when purchasing or entering into contractual agreements. Even though this policy specifically addresses funding by a grant agency, these guidelines should be employed when expending Ester Village Library funds for any purpose.

III. Procedures

A. Code of Conduct/Conflict of Interest

1. The Ester Village Library seeks to conduct all procurement procedures:
 - In compliance with state and federal regulations; and
 - To prohibit conflicts of interest and actions of Ester Village Library board members or volunteers engaged in the selection, award and administration of contracts.
2. No board member, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal, state, or local award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the board member, officer, or agent, or any member of their immediate family, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. No board member, officer, staff, consultant, or volunteer shall solicit or accept personal gifts (gratuities, favors, or anything of monetary value) from vendors. They also may not accept any food, transportation, lodging, or entertainment from any outside party unless it is directly related to the Ester Village Library's business operations. Any gifts received, such as holiday gift baskets, promotional items, or event tickets, should be shared with the Board as appropriate and applicable. These items are not considered to be gifts as defined by this policy.

B. Written Procurement Procedures

Ester Village Library will:

- Adhere to state and federal regulations set forth in this document.

- Affirm that the purchase is necessary to fulfill goals and deliverables.
- Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement.
- Be responsible for administration and evaluation of any contracted vendors resulting from the procurement procedure.
- Allow for full and open competition when using small and large purchasing by: soliciting quotations, bids, or proposals from at least three qualified sources; maintaining an open solicitation period of at least two weeks; incorporating a clear and accurate description of the requirements for the material, product, or service to be procured; and, identifying all requirements which the potential vendors must fulfill and all other factors to be used in evaluating quotations, bids, or proposals.
- Distribute purchases evenly among qualified sources and ensure prices are reasonable when using micro-purchasing.
- Take affirmative steps to ensure that minority, women-owned, and small businesses are used when possible.
- Apply only a fixed price or cost reimbursable plus fixed fee method of pricing, not the cost plus a percentage of cost method of pricing.
- Apply a geographic preference when procuring goods or services.
- Retain all documents relative to the procurement process for three years plus the current year.

C. State of Alaska grant regulations

1. Subcontracts. Ester Village Library may enter into a subcontract for the performance of an activity by the grant only if the Library: (1) Remains administratively and financially responsible for the activity and is responsible for the performance of the subcontractor; and (2) Obtains the approval of the grant agency before entering into the subcontract and demonstrates to the satisfaction of the grant agency as part of the approval process that the method of procurement to be used to identify the subcontractor will be reasonably competitive.
2. Purchasing Practices and Procedures. Ester Village Library shall establish uniform purchasing practices and procedures that are approved by the grant agency for the procurement of goods and services. The practices and procedures must provide that:
 - a. For purchases of non-expendable personal property, or for the award of a contract with a value of \$5,000 or more, the Ester Village Library will request, if feasible, at least three competitive price quotations from potential suppliers.

- b. Ester Village Library will retain written records of price quotations and will include in the written records 1) Specifications 2) The suppliers' names and addresses, and 3) The prices quoted.
 - c. If obtaining competitive price quotations is not feasible, the grantee will document and retain a written record justifying not allowing a competitive process.
- D. Relevant federal procurement regulations. At the time of actual procurement of services/goods, the Ester Library Board will review all current and relevant federal guidelines for compliance. These are usually set out in the grant guides. The following compilations from OMB are abbreviated versions at the time this policy was adopted:
1. Method #1: Micro-Purchase. Micro-purchases are the simplest and most informal of the procurement methods.
 - Purchases are not to exceed \$25,000.
 - No quotations are required if the price is reasonable.
 - To the extent practicable, purchases are distributed equitably among qualified suppliers.
 2. Method #2: Small purchase. With purchases under the simplified acquisition rules (\$250,000), the process is still relatively simple and there are not extensive bidding requirements.
 - Purchases are now \$25,001 to \$250,000 (the limit for simplified acquisition rules).
 - Rate quotations are obtained from an adequate number of qualified sources (usually 3).
 - No cost or price analysis is required for purchases under the simplified acquisition limit.
 3. Method #3: Sealed bids. Requires procurement by publicly solicited sealed bids for projects over \$250,000. The contract must be awarded to the lowest price qualified bidder whose bid conforms to all material terms and conditions.
 - This is the preferred method for procuring construction.
 - Bids are publicly solicited from an adequate number of qualified sources.
 - Bids may be rejected if there is a sound documented reason.

4. Method #4: Competitive Proposals. This method is used when conditions are not appropriate for the use of sealed bids and the project is over \$250,000. Contracts must be awarded to a qualified vendor whose proposal is most advantageous to the program, with price and other factors considered, i.e., price is one of several quantitative and qualitative factors. The basis for considering and selecting the vendor must be documented.
 - This process is used for either a fixed price or cost reimbursement contract when sealed bids are not appropriate.
 - Proposals must be solicited from an adequate number of qualified sources.
5. Method #5: Sole Source. Sometimes because of the uniqueness of the goods or services or the immediacy of the need, competition is not as open as we would wish in the procurement process. In these cases, the sole source method must be followed.
 - This non-competitive method is available for procurements of any dollar amount.
 - Because there is no competition, it must be authorized by the grantor.