

Procurement Policy

First Parish Brewster Unitarian Universalist Policy

Policy Title: Procurement – FPBUU members as prospective providers

Policy Number: 3.4

Purpose: To ensure that FPBUU does not undermine its own financial interests by routinely giving priority or preference to FPBUU members in decisions that involve the spending of budgeted funds.

Revisions: New

Board Review Date: 10/15/2020

Congregation's Review Period: 10/27/2020 to 11/27/2020

Effective Date: 12/15/2020

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POLICY STATEMENT

To avoid potential conflicts of interest when awarding contracts or making other agreements for the procurement of goods and services, First Parish Brewster Unitarian Universalist (FPBUU) requires a bidding process for the purchase of any good or service whose cost is expected to exceed \$1,000 in a fiscal year, in cases when a FPBUU member wishes to be considered as the provider of the good or service.

PROCEDURES

- In such instances that the leadership and/or the Minister or staff of FPBUU has decided that a particular good or service is to be purchased whose cost is expected to exceed \$1,000 in a fiscal year AND a FPBUU member has expressed interest in providing that good or service, the Administration and Finance Director (AFD) or a designee shall be informed and shall arrange for a bidding process or some similar method, so that a range of contractors/providers is sampled, to include at least one who is not a FPBUU member.
- Although the final choice of contractor/provider should not be based on price alone, the AFD or a designee should be cognizant of the obvious potential for a conflict of interest, should one or more of the bidders be a FPBUU member.
- The final choice of contractor/provider shall be up to the AFD or a designee, in consultation with such other interested parties as may exist, such as a Committee Chair or a technical advisor.

GUIDELINES

Members of FPBUU who wish to be considered as bidders on projects costing more than \$1,000 in a fiscal year should be encouraged to accept the spirit of this policy, which is meant to ensure that FPBUU does not undermine its own financial interests by routinely giving priority or preference to FPBUU members in decisions that involve the spending of budgeted funds.

STANDARDS

No standards are recommended at this time.

DEFINITIONS

Leadership - Any individual or group that has access to approved budget funds, such as Committee Chairs

Contractor/provider - Any individual, group of individuals, or commercial organization or entity whose aim is to be paid money for such goods or services as he/she/they/it may provide