

Purchasing Policy

Introduction:

The Belmont Literary and Historical Society Free Library is committed to conducting its purchasing activities in a fair, transparent, and competitive manner, ensuring value for money while adhering to all applicable laws and regulations. This policy outlines the principles and procedures governing the purchasing process, which involves the library director, trustees, and staff.

Objectives:

- To obtain quality goods and services at the best value for the needs of the library.
- To promote fair and open competition among businesses and suppliers.
- To ensure compliance with all legal and regulatory requirements.
- To foster environmentally sustainable and ethical purchasing practices.

Purchasing Thresholds:

The following thresholds determine the purchasing method to be used:

- *Up to \$3,000:* Purchases may be made without competitive bids, but with due regard for obtaining value for money and adherence to budgetary constraints. Purchases over \$3,000 require a formal resolution by the Board of Trustees at the request of the Library Director or appropriate Board Committee.
- *\$3,001 - \$20,000:* Requires obtaining at least three written quotations from qualified suppliers.
- *Above \$20,000:* Requires a formal competitive bidding process, which may include a request for proposal (RFP) or invitation to tender (ITT), depending on the nature of the procurement.

Purchasing Procedures:

- All purchasing activities shall be conducted in accordance with the library's purchasing policy and applicable laws and regulations.
- The purchasing process shall be transparent, ensuring equal opportunity for all qualified suppliers to participate.
- Requests for quotations or proposals shall clearly specify the goods or services required, evaluation criteria, and any other relevant information.
- Evaluation of bids shall be based on predetermined criteria, including price, quality, delivery time, and supplier qualifications.
- Contracts shall be awarded to the supplier offering the best value for money, considering both cost and non-cost factors.

Supplier Relationships:

- The library is committed to building and maintaining positive relationships with its suppliers, based on mutual respect, trust, and integrity.

- Suppliers shall be treated fairly and impartially throughout the purchasing process, with decisions based solely on merit and in the best interests of the library.

Compliance and Accountability

- Compliance with this purchasing policy is mandatory for all staff involved in the purchasing process.
- Any deviations from this policy must be justified and documented in writing, with appropriate approval obtained from designated authorities.
- The library's purchasing activities shall be subject to periodic review and audit to ensure compliance with this policy and applicable laws and regulations.
- The library will maintain internal controls to prevent fraud and misuse of funds. An annual independent audit or financial review shall be conducted to assess compliance and financial accountability.

Training and Capacity Building

- The library shall provide training and resources to staff involved in procurement activities to ensure understanding of this policy and relevant procedures.
- Continuous improvement initiatives shall be implemented to enhance procurement processes and promote best practices.

Approved: March 20th, 2025