

United Way of the Greater Lehigh Valley

Vendor Management Policy And Competitive Bidding Guidelines

POLICY STATEMENT: United Way of the Greater Lehigh Valley (UWGLV) will increase its overall operational efficiency and effectiveness by implementing a vendor selection and review policy.

These guidelines apply to all current and future contracts involving substantial financial and service commitments because they have a significant impact on the successful attainment of the UWGLV mission and require the greatest commitment of the organization's resources.

- For purchase contracts of \$5,000 or more, three quotes are required from three different vendors and must be authorized by the Department lead and approved by the CFO. For the Finance & Administration Department, quotes must be authorized by the CFO and approved by the President. Purchases of over \$20,000 will also require the further approval of the Administrative Committee.
- For specialized items or items of limited availability, two quotes are acceptable.
- For items or services only obtainable through one vendor (i.e., Raiser's Edge database maintenance), no other quotes are required.
- For campaign materials requiring a union "bug", the number of quotes will be determined by the availability of union print shops.
- For non-professional services (printed materials, etc.) and purchases under \$5,000, bids will not be required, but reasonable comparison-shopping is encouraged and will still require adherence to the Selection Criteria (below).
- Professional services include those on page two plus print design work, etc.

Department leads (senior VPs) are ultimately responsible for negotiating price, terms, conditions and delivery dates, and have the authority to commit the organization to purchases subject to the approved budget.

General Selection Criteria

The general selection criteria used when considering competing proposals are as follows: local presence; cost; quality; customer satisfaction; product design; simplified administration; management reporting; responsiveness to the bid, and satisfaction with prior interactions with vendor.

Additional Selection Criteria

UWGLV encourages all vendors to support the organization's community building efforts. Additional consideration may be given to those vendors that do one or more of the following:

- Participates in the United Way's annual campaign
- Currently demonstrates support or plans to demonstrate support for United Way by giving greater discounts on services or by providing "in-kind services"
- Currently participates or plans to participate in a United Way sponsored volunteer activity (e.g., Day of Caring, or company representative volunteers with a standing committee)
- Ownership is culturally diverse

These guidelines apply to the services listed below

<u>Service Area</u>	<u>Business Cycle (a)</u>	<u>Next Bid Year (b)</u>
Auditing	5 Years (c)	2011
Investment Management/Consulting	5 Years	2011 (investment reserves) 2010 (403-b manager) 2008 (quasi-endowment)
Banking	5 Years	2012
Group Insurance (Health, Life, LTD)	3 Years	2009
General Insurance Underwriter (Liability, property, casualty)	3 Years	2009

Notes: (a) The length of this business cycle (minimum) is based upon a variety of factors such as industry standards, nature of service, impact of change on customers and staff, cost considerations, impact of systems change, and UWA Membership Requirement Standards. Economics may require more often.

(b) The next bid year refers to the year in which the bid process is conducted. The conversion date to a new vendor, if appropriate, follows the bid process and may commence the following year.

(c) The audit manager within the auditing firm must be rotated at least once every five years if the same firm wins the bid for the following 5-year period.

PROCEDURES:

- The department requiring the purchase of goods or services should complete the Vendor Approval Form and obtain the necessary bid information, if applicable.
- Bids may be solicited over the phone; form completion should indicate source and date of conversation.
- Within two weeks of end of bid period, or if required, after the next Administrative Committee meeting, the respondents will be notified of award or declination of business.
- Guidelines for approval follow UWGLV Purchasing Policy; if within budget and within those limits, the CFO can serve as the final sign-off. Once approved, the initiating department can place the order, sending a copy to accounts payable along with a Purchase Order for filing with the applicable vendor file.
- If the W-9 is not currently on file with the Finance Division, please submit with New Vendor Approval Form.
- On ethics and conflicts of interest – There shall be no remuneration, acceptance of gifts, or exchange of goods or services between the bidder and any staff member and/or family of the staff member in the course of the RFP process.

APPENDIX A

UNITED WAY OF THE GREATER LEHIGH VALLEY

VENDOR SELECTION APPROVAL FORM

Department: _____ Date: _____

Prepared by: _____

Description of goods or services needed: _____

Budgeted Amount: _____

Bids Received:	<u>Company</u>	<u>Person</u>	<u>Date</u>	<u>Amount</u>
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Vendor # 1	_____	_____	_____	_____
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Vendor # 2	_____	_____	_____	_____
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Vendor # 3	_____	_____	_____	_____
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Prior Year Campaign History:	<u>Pledge</u>	<u>In-Kind</u>
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Prior Year Vendor # 1	_____	_____
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Prior Year Vendor # 2	_____	_____
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Prior Year Vendor # 3	_____	_____
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Vendor Chosen: _____

Reason(s) for Vendor Selection: _____

Approvals:

Initiating Department Senior VP:

President or CFO

Name/Signature: _____

Name/Signature: _____

Date: _____

Date: _____