

## **Purchasing Team, Responsibilities and Procedures**

Our goal as the Purchasing Team is to conduct all procurements with integrity, fairness and professionalism when dealing with internal customers, vendors, bidders and salespeople in support of the entire MetCom staff. Any comments or suggestions regarding the procurement process or team are greatly appreciated.

### **Purchasing Team**

- Joy Potter, Procurement Agent [jpotter@metcom.org](mailto:jpotter@metcom.org)
- Ralph Moore, Purchasing Assistant [rmoore@metcom.org](mailto:rmoore@metcom.org)
- Tammy O'Dell, Purchasing Clerk [todell@metcom.org](mailto:todell@metcom.org)
- General Purchasing [purchasing@metcom.org](mailto:purchasing@metcom.org)

### **Purchasing Responsibility**

MetCom purchasing is a combination of centralized and decentralized procurement, with all purchases in excess of \$500 being facilitated by Purchasing Staff. MetCom staff has the authority to make purchases up to \$500 online or at the point of sale.

### **Purchasing Thresholds**

- **Small Purchases (less than \$500)** – MetCom staff are authorized to conduct these purchases independently, and will contact vendors directly. Only one quote is required.
- **Medium Purchases (from \$500 to \$10,000)** – Written quotations are obtained from at least two sources for purchases between \$500 and \$2,500; three written quotations are required on purchases from \$2,500 to \$10,000. Purchase Requisitions are initiated by the end user and the Purchasing staff will facilitate the required paperwork, obtain quotes, place orders and assure delivery.
- **Large Purchases (more than \$10,000)** – Any purchase greater than \$10,000 must be obtained in any of the following manners which meet our Procurement Policy requirements. To determine the best procurement method, Department Heads, end users and Purchasing staff collaborate to use market research, previous purchases and other available data to decide the best method of procurement. Those methods being:
  - Competitive Invitation For Bids (IFB) or Request for Proposals (RFP);
  - Use of cooperative contracts by other government agencies, quasi-government entities or governmental purchasing alliances;
  - Sole sourcing.

### **Advertising Methods**

When a solicitation is warranted, the Purchasing staff will conduct a formal solicitation process to obtain sealed bids/proposals. Other bid documents may be required to accompany the sealed bid/proposal, such as qualifications and experience, bid/proposal affidavit, bid bond, insurance certification, etc. All solicitations are advertised for at least 30 days prior to the bid opening date. Instructions on obtaining a bid package are included in the advertisement. Formal solicitations are advertised in the following venues:

- MetCom solicitation notices located at [www.metcom.org](http://www.metcom.org) under "Purchasing";
- eMaryland Marketplace, the State of Maryland's online bid board at <https://emaryland.buyspeed.com/bsol/>;
- Advertised at least twice in the Enterprise newspaper; construction projects are also advertised in The Calvert Recorder and Maryland Independent newspapers.

## **How to Obtain an ITB or RFP**

Effective May 15, 2017, all ITB, RFP or RFQ will be posted on eMaryland Marketplace, the State of Maryland's online bid board at <https://emaryland.buyspeed.com/bsol/>. This is the only way to obtain a copy of the bid documents; they will only be distributed in through this website.

## **Award Information**

- Bid openings for bids received in response to IFB's are public.
- Proposals received in response to RFP's are public within the constraints of the RFP.
- All IFB's and RFP's are presented to the MetCom Board for approval. Meeting dates are published on MetCom's website.
- A Bid Tab or Proposals Received is published on MetCom's website.
- A Notice of Intent to Award will also be published on MetCom's website no fewer than 3 days prior to award.
- Any protest must follow the procedures as outlined in the Procurement Policy.
- After award, notification is sent to the awarded firm and regret notifications sent to the non-awarded firms.

## **M/WBE Participation**

MetCom frequently receives funding for construction projects which are funded by either grants or loans from the Maryland Department of the Environment (MDE). This funding and saves MetCom overall project costs by offering a low percentage rates on loans. There is an M/WBE requirement in which we perform Good Faith Efforts to obtain minority participation. The prime contractors are also required to perform Good Faith Efforts. In addition to the standard advertising, these projects are also advertised in minority owned publications and websites.