

## Town of Somerset Procurement Policy

According to the Town Code, Section 83-60, the Town Council may adopt regulations regarding the use of competitive bidding and contracts for town purchases and contracts. Accordingly, the following policy is adopted.

The Town of Somerset desires to be transparent in its employment and contracting policies and procedures, using “best practices” whenever possible to obtain the services required to administer the Town.

As a result, all (1) positions for employment with the Town and (2) contracts for materials, work or services in sum exceeding \$15,000 annually, or deemed otherwise significant by majority assent of the Council shall be:

- 1) Established by the Town Council;
- 2) Funded by the Town Council in its annual budget process or a duly enacted budget amendment;
- 3) Sought, managed, and terminated by either the Mayor, Town Manager
- 4) Openly and widely advertised, at a minimum:
  - a. On the Town website; and
  - b. Via email to Town residents; and
  - c. On the Maryland Municipal League Classifieds page; and
  - d. The State of Maryland e-Maryland Marketplace Advantage site; and
- 5) Filed in compliance with all applicable laws, regulations, ordinances, and policies pertaining to employment and ethics.

### **Sustainability**

The Town of Somerset recognizes that the products and services it purchases have inherent social, human health, environmental, and economic impacts, and that the Town should make procurement decisions that embody its commitment to sustainability and to improving the environment and the quality of life of its citizens.

The Town seeks to reduce the environmental impacts of its operations and to promote fiscal responsibility, social equity, and community and environmental stewardship by integrating sustainability considerations into the procurement process.

### **Diversity, Equity & Inclusion**

The Town of Somerset shall provide the maximum practicable opportunity for increased participation by minority and women owned and controlled businesses, as long as such businesses are under-represented, and to ensure that Town contracting practices do not support

discrimination in employment and services when the Town procures public works, goods, and services from the private sector

As such, The Town of Somerset is an equal opportunity employer, for which the dual goals of diversity and inclusion are values shared by its Residents. In this regard, companies or individuals submitting proposals for projects, work, or employment are asked to make a declaration, as part of their submission to the Town, which states they understand and share Somerset's values, and hire employees without regard but not limited to race, color, national original, religion, gender (including identity or expression), sexual orientation, age, or disability.

### **Evaluation Criteria**

If an award is made as a result of an RFP or IFB, or other solicitation, it shall be awarded to the vendor whose proposal will lead to the best product for the Town. Such factors that the Town may consider will be:

- The ability, capacity, and skill of the vendor to perform/provide the service required;
- Demonstrated technical ability and expertise;
- Pricing;
- Reference calls and/or recommendations;
- Memberships, licenses, and other applicable certifications;
- Presentations to the Town (if applicable)
- Sustainability practices (including, but not limited to, efficiency, use of recycled content, third-party certification, and use of packaging and delivery requirements that are less damaging to the environment);
- Social equity practices (including Minority-owned, Women-owned, or Emerging Small Business participation, and/or workplace diversity); and
- Any additional criteria deemed appropriate by the Town which would lend itself to establishing the vendor's viability to perform the work as outlined in the RFP, IFB, or other solicitation.

### **Exceptions**

The Town Council, in its discretion, may dispense with the above requirements under the following exceptions:

- 1) Sole source bidding;
- 2) Professional services;
- 3) Cooperative bidding (i.e., "piggy-backing");
- 4) Instances in which another government has recently undertaken competitive bidding that would otherwise satisfy the requirements set forth above; or
- 5) In the event of an emergency, and in order to protect the health, safety, comfort, and welfare of the Town and its residents.