

New York State Thoroughbred Breeding & Development Fund Corp.
Procurement Contract Guidelines - 2010

In 1986, in accordance with the requirements of Section 2879 of the Public Authority Laws, the Directors duly adopted the following resolution.

RESOLVED that the procurement of goods or services of any kind in the actual or estimated amount of \$5,000.00 or more under any written contract shall be subject to the following guidelines:

The supervision of procurement of goods or services of any kind, including furniture, office equipment, computer services, and any and all other material and support services required by the Fund, shall be the responsibility of the Executive Director. Personal services may be the subject of a contract when the Fund staff is not in a position to provide same.

Contractors shall be selected through competitive bidding from at least three sources, unless the services are available from only one source or there is only one source in the judgment of the directors suitably qualified to perform the services. In awarding contracts, the Fund shall consider the past performance, reputation, and experience of a proposed contractor. Competitive bidding shall not be required for editorial work, for the services of journalists selected to write on matters relating to the breeding of horses, or for outside accounting services, unless the directors shall elect to replace the public accounting firm that has previously audited the Fund's accounts.

The award of any procurement contract in excess of \$5,000.00 shall require the approval of the Board.

Any contract involving services to be rendered over a period in excess of one year shall require the approval of the Board and shall be subject to an annual review by the Board.

The Executive Director shall, in connection with each contract submitted to the Board for approval, inform the Board whether the contract is one for which minority- or women-owned business enterprises may best bid.

Procurement contracts shall contain provisions requiring the contractor to report periodically to the Executive Director on the status of work and the costs incurred to date. When possible, Fund staff, space, and supplies shall be used in order to reduce contract costs.

No procurement contracts may be awarded to any former Fund officer or employee during a period of five (5) years from his or her date of separation.

In cases where goods are obtained through an open NYS-OGS contract, the above competitive bidding may be bypassed, as OGS has already completed the bidding process.

