

MEDFIELD HOUSING AUTHORITY

PROCUREMENT POLICY

I. OBJECTIVE

The objective of the Procurement Policy is to provide clear understanding between the Executive Director and the Board of Commissioners of the procedures for negotiating contracts and making purchases.

II. EXPENDITURES

All expenditures by the Executive Director on behalf of the Authority shall be authorized as follows:

1. Any expenditures as previously approved by the Board in the current Fiscal Year Budget.
2. Any expenditure as specifically approved by the Board in applicable warrants
3. Any expenditure as otherwise approved by the Board for specific contracts and purchases.
4. Any other expenditure without prior Board approval shall be limited to \$3,000.00.
5. All expenditures to be made in accordance with all applicable laws and regulations.

III. STATEMENT OF PROCUREMENT POLICY

1. Purchases and contracts for equipment, materials, supplies, or services, except for personal services, should be made in the following manner:
 - a. Executive Director or designated representative of the Authority may make purchases and contracts of less than \$3,000.00 in amount. The Executive Director should solicit three price quotations to ensure that the price obtained is advantageous to the Authority.
 - b. For purchase and contracts from \$3,000.00 to \$10,000.00 the Executive Director or designated representative of the Authority must solicit at least three bids from suppliers. The Executive Director must keep on file a tabulation of solicitations made and quotations received.
 - c. For purchases and contracts in excess of \$10,000.00 the Executive Director or Regional Capital Assistance Team (RCAT) of the Authority shall invite bids by (1) advertisement in at least one newspaper of general circulation; or (2) mailing invitations to bid to all available dealers and notices posted in public places; or a combination of such methods a tabulation of bids received must be retained by the RCAT.

- d. For equipment and supplies included in Consolidated Supply contracts, the Executive Director or designated representative of the Authority may purchase from the contract suppliers such as COMBUYS, or invitation of bids regardless of the amounts involved, (extremely rare for jobs over \$5000.00) unless it is known that lower prices are available elsewhere.
 - e. All procurement of equipment, materials, supplies and repairs or services shall be documented. Expenditures under \$100.00 may be made from petty cash fund and shall be supported by receipts. Expenditures in excess of \$5000.00 shall be authorized by formal contract except in the case of purchases made under a Consolidated Supply Contract such as COMBUYS. These purchases may be made by invoice, regardless of amount.
 - f. There shall be inserted in all contracts, and contractors shall be required to insert in all subcontracts, the following provision: "No member, officer, or employee of the Medfield Housing Authority during his tenure or for one year thereafter shall have any interest, direct, or indirect, in the contract or the proceeds thereafter."
- 2. For the purchases and contracts specified in paragraphs 1b and 1c above, lack of competition is permissible only when an emergency exists which permits no delay due to the possibility of injury to life or destruction of property, or when only one source of supply is available and the purchasing or contracting officer shall so certify. For work under \$10,000.00, the LHA should obtain three quotes; if over \$10,000.00, RCAT will execute procurement and the Executive Office of Housing and Livable Communities (EOHLC) should be contacted. If an award is made without competition, a formal report of such award, together with a certification or statement justifying the lack of competition, must be made to the board.
 - 3. The Executive Director should submit information of the final bids provided by the RCAT and approved by EOHLC to the board.

IV. PUBLIC BIDDING PROCEDURES

A SUMMARY OF THE Public Bidding Procedures for the LHA's is as follows:

See chart from EOHLC: MGL 30B attached

Medfield Housing Authority

Procurement Policy – Summary

Purpose

This policy ensures all procurement of supplies, services, and contracts is conducted in compliance with M.G.L. c. 30B and related state/federal requirements, promoting fairness, transparency, and best value for residents and taxpayers.

General Principles

Open and Fair Competition: All qualified vendors have equal access.

Transparency: Records of procurement decisions are public.

Best Value: Balances price, quality, and efficiency.

Ethics: Employees and board members must avoid conflicts of interest.

Procurement Thresholds (M.G.L. c. 30B)

Supplies & Services:

- Under \$10,000: Sound business practices; written quotes encouraged.
- \$10,000 – \$50,000: At least 3 written quotes.
- Over \$50,000: Competitive sealed bids or proposals (IFB/RFP).

Real Property Disposition/Acquisition:

- Governed by c. 30B §§ 15–17 (public notice, bids, and board approval).

Emergency Procurement:

- Allowed when urgent threats to health/safety exist; must be documented.

Contracting Standards

Written Contracts: Required for all procurements over \$10,000.

Insurance & Bonding: As required by law or funding source.

Prevailing Wage & Public Construction: Comply with M.G.L. c. 149 and c. 30.

Small & Minority/Women Business Participation

Encourage participation of M/WBE firms consistent with state diversity goals.

Procurement Officer

The Executive Director serves as the Chief Procurement Officer (CPO). May delegate day-to-day purchasing duties but remains accountable to the Board.

Board Role

Reviews and approves contracts over a designated threshold (e.g., \$50,000). Adopts and periodically updates the procurement policy.

Executive Director Expenditure Authority

The Executive Director is authorized to make routine expenditures on behalf of the Authority up to a limit of \$3,000 per transaction without prior board approval. Such expenditures must be consistent with the approved budget and documented in procurement records. All expenditures above this limit must be presented to the Board for approval. The Executive Director shall provide the Board with regular reports of such expenditures.

Records & Reporting

Maintain procurement files for at least 3 years. Files include solicitations, quotes, bids, evaluations, and contracts.

Ethics & Prohibited Practices

No gifts, favors, or gratuities from vendors.

No splitting of contracts to avoid bidding thresholds.

Strict compliance with state conflict-of-interest law (M.G.L. c. 268A).

M.G.L. c. 30B – Procurement of Supplies and Services

Estimated Contract Amount		\$10,000 to \$50,000 (\$10,000 to \$100,000 for municipal and regional school districts ¹)	Over \$50,000 (over \$100,000 for municipal and regional school districts)
Procurement Procedure	Sound business practices. ²	Use a written purchase description to solicit written price quotations from no fewer than three persons who customarily provide the supply or service. ³ As of November 25, 2022, the price quotation threshold changed for municipal or regional school districts only from \$10,000 to \$100,000. ⁴	Sealed bids or sealed proposals (M.G.L. c. 30B, §§ 5 or 6). NOTE: At more than \$100,000 a municipal or regional school district must use a sealed bid or sealed proposal.
Notice/Advertising Requirements	None.	None.	Post notice at least two weeks before bids or proposals are due in (1) a conspicuous location in your jurisdiction's office, (2) in a newspaper of general circulation, and (3) on COMMBUYS. If over \$100,000, also publish in the <i>Goods and Services Bulletin</i> at least two weeks before bids or proposals are due.
Award contract to:	Responsible and responsive person offering the best price.	Responsible person offering the needed quality of supply or service at the lowest price quotation.	Under § 5, the responsible ⁵ and responsive ⁶ bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.
Written Contract Required ⁷	No.	Yes.	Yes.
Maximum Contract Term ⁸	Three years, unless majority vote authorizes longer.	Three years, unless majority vote authorizes longer.	Three years, unless majority vote authorizes longer.
OSD or Blanket Contract Option	Yes.	Yes.	Yes.

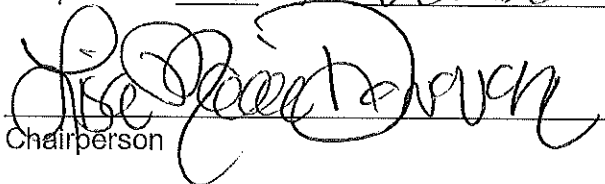
¹ 2022 Mass. Acts c. 198.² M.G.L. c. 30B, § 2 defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."³ M.G.L. c. 30B, § 4, as amended by 2016 Mass. Acts c. 218, requires the procurement officer to record the names of all persons from whom quotations were sought and the names of persons submitting quotations, with the date and amount of each quotation.⁴ M.G.L. c. 30B, § 5, as amended by 2022 Mass. Acts c. 198, authorizes a procurement officer for "a municipal or regional school district" to procure a supply or service at more than \$100,000 with a sealed bid procedure.⁵ M.G.L. c. 30B, § 2 defines a responsible bidder or offeror as "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance."⁶ M.G.L. c. 30B, § 2 defines a responsive bidder or offeror as "a person who has submitted a bid or proposal which conforms in all respects to the invitation for bids or request for proposals."⁷ M.G.L. c. 30B, § 17(a) states that all "contracts in the amount of \$10,000 or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract."⁸ M.G.L. c. 30B, § 12(b) states, "Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option."

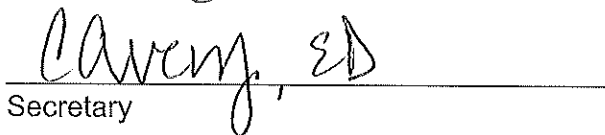
Medfield Housing Authority

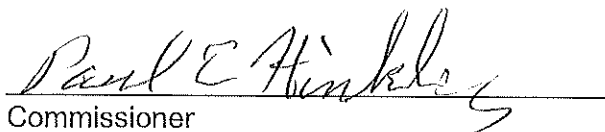
Board Resolution – Adoption of Updated Procurement Policy

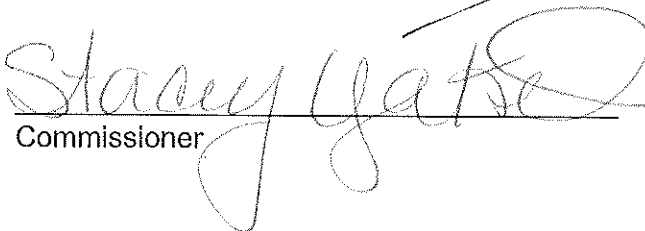
WHEREAS, the Medfield Housing Authority ("Authority") is required to adopt and maintain a written Procurement Policy consistent with Massachusetts General Laws, Chapter 30B, and applicable state and federal regulations; and WHEREAS, the Authority has reviewed and updated its Procurement Policy to ensure compliance with legal requirements and to establish clear guidance for procurement activities; and WHEREAS, the updated Procurement Policy includes authorization for the Executive Director to make routine expenditures on behalf of the Authority up to a limit of \$3,000 per transaction without prior Board approval, provided that such expenditures are consistent with the approved budget and are reported regularly to the Board; NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Medfield Housing Authority that the updated Procurement Policy, as presented, is hereby adopted effective immediately; and BE IT FURTHER RESOLVED that the Executive Director shall implement the policy and ensure compliance with its provisions.

Adopted this 14th day of October, 2025, by vote of the Board of Commissioners.


Chairperson


Secretary


Commissioner


Commissioner

Commissioner