
POLICY 205: PURCHASING & BID PROCEDURES

For many departments of the Iowa State Fair, the procurement of goods and services represents a considerable portion of their budget. It is the responsibility of the staff member to purchase goods and services on behalf of the Iowa State Fair to be aware of and to follow these and all applicable Fair policies and procedures.

No set of policies can contemplate every possible scenario that may arise. Each staff member must use good judgment in determining if the purchase is needed, whether they have used enough resources to determine if they are getting a fair price for the purchase, and whether the purchase will fall within budget requirements.

Procurement of goods and services shall conform to the following:

- For goods and services costing up to \$25,000, Fair staff shall have the authority to authorize purchases without proposals, quotations, or bids for goods and services.
- For goods and services costing at least \$25,000 and up to \$100,000, it is recommended that Fair staff receive proposals, quotations, or bids for the goods and services to be purchased. The quotation process may be informal and include written or unwritten quotations.
- For goods and services exceeding \$100,000, the competitive request for proposal (RFP) or competitive bid process shall be used and received prior to Board approval. RFPs and bids are formal, written submissions via sealed process, and documented as to company, date and time of bid. The CEO must be involved in the specification's stages, and his/her approval is necessary before the process may begin. All these bids are advertised. A specific set of instructions is given to all bidders as to what is necessary in submitting a bid proposal. Documentation for these bids should be kept on file for at least one year after the completion of the project or after the State Auditor's Office has completed its audit.

If only one quotation or bid is submitted, the Board may proceed if the quotation or bid meets the contract award specifications.

The contract award may be based on several cost considerations including, but not limited to, the following: cost of the goods and services being purchased; availability of service and/or repair; and other factors deemed relevant by the board.

Contracts for entertainment or other Fair-related attractions shall not follow the thresholds and procedures outlined above; the Board may also elect to exempt certain professional services contracts from the thresholds and procedures outlined above.

Purchasing Accountability

All purchases, regardless of dollar amount, must follow these guidelines:

- Once the invoice for the purchase is received, the description is documented in the accounting software and approved by the appropriate department director, appropriate Executive Team member (Chief), or CEO.
- Department directors/supervisors/managers are allowed to approve invoices for up to \$5,000
- Executive Team members (Chiefs) approve departmental purchases of over \$5,000
- CEO approves all purchases over \$25,000

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