

## **DELRAN ATHLETIC ASSOCIATION**

### **PROCUREMENT POLICY**

The President of the Delran Athletic Association is responsible for maintaining and granting authority to all league commissioners to approve purchases. All purchases approved by each league commissioner must follow the procurement policy below.

The By laws indicate [article 8, section 7] that the Athletic directors must initiate all equipment purchases and that the Board must approve purchases before orders are placed.

Those who purchase a single item of sports equipment costing more than \$1,000 for use by D.A.A. sports programs shall obtain 3 quotes. See Appendix A for example of equipment purchase form.

If there is only one supplier of the required equipment in the local area, the three quote requirement may be waived, with Board approval. All quotes shall be made on a competitive basis to the maximum extent practicable. The following factors shall be considered in evaluating bids, in order to obtain the most advantageous contract:

1. Price.
2. Lead-time and delivery date.
3. Quality (when practicable the purchaser shall specify, "No Substitutions", or similar comment, in purchase descriptions.
4. Supplier's stock on hand (sizes, quantity and colors) and/or distance from their supplier.
5. Capability and willingness to respond promptly to the needs of DAA.
6. Reputation of the supplier based on past experience of DAA or others who have purchased from them - willingness to stand behind their product's quality and to make good, when problems occur.
7. Satisfaction with past service to DAA, if applicable.
8. Convenience.

The Board must approve the procurement, based upon evaluation of the quotes, prior to placement of the orders.