

CAMW! Subcontractor Procurement Procedures

- **Informal procurements for small purchases of equipment or services under \$25,000 shall normally require at least the following practices:**
 - Telephone/Catalogue or website quotes, and
 - Quotes from at least two vendors but preferably three;
 - Comparison of the competitive price quotations. (Price Analysis); or
 - If sole-source, comparison of prior quotations for it or similar items; and/or gathering estimated costs from other MWAs and/or vendors for similar items to indicate that the cost charged for the sole-source procurement is reasonable; and/or use of “yardsticks” that would point to apparent gross differences.

- ✓ **Procurements for Equipment, furniture and materials over \$1,000 will normally follow the definition stated in the contract as follows:**
 - **No property may be purchased under this contract in excess of \$1,000 per item. Contractors who purchase non-expendable property (i.e. printers, faxes, typewriters, keyboards) less than \$1,000, will be required to maintain a separate inventory on such property. Any non-expendable items, which are purchased outright with funds available through CAMW! will remain the property of CAMW! and may not be altered, moved, or disposed of without advance, written permission from CAMW!. CAMW! will purchase all computers and related hardware/software for programs operating with funds awarded by CAMW!.**
 - **In the event that a purchase over \$1,000 may be necessary, the following procedures are required:**
 - **Submit a memo to CFO of CAMW! indicating in subject line: Purchase Requisition Request. CAMW! reserves the right to reject any and all requests.**
 - **A description of the proposed item(s).**
 - **The program the item(s) will be used in and the justification for the item(s).**
 - **An expected cost or price analysis.**
 - **At least three bids secured by using the informal competitive bid process.**

- ✓ **Procurements for supplies (extraordinary) or equipment under \$1,000 will follow the informal procedure above including a purchase requisition memo.**
 - ❖ **Ordinary supplies will follow the informal procedure on a basis determined by the contractor’s internal policies.**