



PROSPERITY DENVER FUND

PROCUREMENT POLICY & DECISION MATRIX

Objective

Prosperity Denver Fund's (PDF) unique legal structure as a Colorado non-profit entity (501(c)(3)), funded by a taxpayer approved sales tax, necessitates clearly defined and documented operating procedures to assure public transparency while honoring the public policy goal set forth by voter approval.

This document details the established policy for the procurement of the products and services needed to successfully operate the Denver College Affordability Fund program. The policies included herein have been approved by the PDF Board of Directors and are subject to periodic review and modification.

Policy

PDF is committed to procuring products and services in a manner that adheres to all applicable state and local laws and aligns with best practices for procurements utilizing public funds. The attached matrix specifies a decision hierarchy to guide PDF staff and Board members through purchasing products and services for the Denver College Affordability Fund program.

Emergency Procurement

The PDF Board of Directors recognizes that under certain, unforeseeable circumstances PDF staff may be required to forego the attached decision matrix. In these cases, PDF staff will operate under the Emergency Procurement procedures outlined below. It is expected that Emergency Procurements are both rare in occurrence and applicable only to those services that, if discontinued, would interrupt the ongoing delivery of services to the PDF community. Specific steps are:

1. PDF staff identifies an Emergency Procurement situation.
2. PDF staff calls an emergency Board meeting as soon as possible.
3. PDF staff takes necessary steps for temporary continuation of services until an emergency Board meeting is held.
4. PDF staff makes recommendations on the resolution to the Board.
5. Board votes to accept/reject recommendations.
6. In the event PDF staff recommendation is rejected, staff members will work with the Board to identify specific requirements for generating a resolution to the problem.

DECISION MATRIX

Procurement Tier	\$ Threshold ¹	Key Considerations ²	Tier Limitations
Ongoing Purchases	\$0 - \$14,999/year	<ul style="list-style-type: none"> Procurement Tool Signature Authority Board Of Directors Role 	<ul style="list-style-type: none"> Included in Annual Budget PDF Staff discretion Authorized PDF Staff ³ Implicit approval thru approval of annual budget
Simple Procurement	\$15,000 - \$100,000/year	<ul style="list-style-type: none"> Procurement Tool Signature Authority Board Of Directors Role 	<ul style="list-style-type: none"> Included in annual budget ⁴ Posted on PDF website Authorized PDF Staff <u>after</u> Board approval (1) Reviews and approves term sheet (2) Reviews list of vendors considered (3) Authorizes PDF to sign contract
RFP Procurement	> \$100,000/year	<ul style="list-style-type: none"> Procurement Tool Signature Authority Board Of Directors Role 	<ul style="list-style-type: none"> Included in annual budget ⁴ Formal Request for Proposal (RFP) process (1) PDF Chief Executive Officer (or designee), <u>and</u> (2) Board of Directors Chair (or designee) (1) May include member(s) with subject matter expertise on RFP Evaluation Committee (2) Reviews and approves contract (3) Signs contract

¹ Threshold amounts defined as annual cash outlay (not accounting treatment).

² All contracts should include annual review and termination for cause, except in cases where this provision would result in unfavorable terms to PDF. Multi-year contracts subject to Board approval. **Board reserves the right to extend or re-new a contract by majority vote if in doing so is in the best interest of the organization.**

³ Chief Executive Officer only.

⁴ If procured item is not in annual budget, Board approval for budget modification is required prior to initiation of procurement.