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| UNIFIED FIRE AUTHORITY<br>BOARD POLICY MANUAL |  |
| Chapter 4<br><i>Finance Policies</i>          | Section 7<br><i>Purchasing of Services, Supplies, and<br/>         Equipment</i> |

**Relevant Information:** As a public entity, UFA is charged with safeguarding public funds and maximizing purchasing of services and supplies to achieve the best deal possible. The primary means of maximizing value is for the public solicitation of proposals or bids and competitive evaluation of responses. Often such solicitation is not practicable or will not yield sufficient results, so standardization or sole-source methods may be used with proper approvals and supervision.

**Policy Statement:** It is the policy of the Board that the Fire Chief, in consultation with the Chief Legal Officer, will establish a procurement policy for UFA’s acquisition of goods and services that is consistent with best practices for a public entity’s procurement needs and is consistent with the guidance provided in the Utah State Procurement Code (“State Code”). The policy need not replicate the State Code and may be customized to best suit the needs of the UFA. Reasonable levels of process, approval, and supervision should be established for direct purchasing, thresholds for Requests for Quotes or Requests for Proposals, process for evaluation of proposals, use of other governmental contract established through a competitive process, standardization of equipment, and sole-source methods. The policy should also provide safeguards to prevent conflicts of interest between UFA and potential suppliers.