



Vendor and PRIDE Selection Process

Adopted: January 18, 2023

When obtaining goods/services individually priced over \$5,000.01, a minimum of two bids will be obtained and the lowest bid will be selected unless there is a documented need to select a vendor with a higher bid. If less than two bids are submitted, a search for equivalent prices will be conducted. When selecting a contractor, a scope of work will be developed and widely published, including distributing through relevant workgroup/committee members. A vendor selection committee comprised of the Board of Directors (BOD) will be convened to review and rank the proposals. The highest rated proposal will be chosen. If there is a disagreement among the selection committee on the final ranking, the final decision will be decided by majority of the Board.

This policy applies to all purchases using Broward County Healthcare Coalition (BCHC) funds including awarded projects. For multi-year projects, workgroups may choose to continue with the initial vendor selected based on the vendor's performance during the initial and subsequent years.

Sole Source Purchases

1. Definition

- a. Sole source items must meet both of the following criteria:
 - 1) It is the only item that will produce the desired results (or fulfill the specific need), and there are no alternates, and;
 - 2) The item is available from only one source of supply
- b. **Warranty requirements** and **compatibility** to existing equipment shall be an acceptable justification for waiver of bidding requirements, provided the item is only available from one source of supply.
- c. Some valid sole sources preclude competition because of the existence of patents rights, copyrights, secret processes, control of basic raw material, or similar circumstances; however, the mere existence of such rights or circumstances does not, in and of itself, justify the use of this authority.
- d. Sole source shall also include
 - 1) contract renewals,
 - 2) maintenance and service agreements,
 - 3) software upgrades and leases,
 - 4) other yearly purchases, and
 - 5) instances where territorial agreements are in place among multiple dealers or distributors of a manufacturers' item. Under such circumstances, it is not necessary to require these vendors to compete against each other; therefore, the purchase may be made from the closest vendor to the region.
- e. A Proprietary Quote form shall be submitted along with the requisition. The justification should address the following two key points:
 - 1) This is the only product or service that can meet the requirements of the department (state the reasons), and there are no other alternatives.
 - 2) The selected vendor is the only known vendor that can provide this item (provide backup documentation to substantiate this).



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The BOD reserves the right to determine whether the item needed is truly a sole source and may investigate the pricing of products or services to ensure it is at its lowest price and from a responsible bidder. When requesting approval for a sole source purchase, due diligence is required to assure that the purchase is prudent and in the best interest of BCHC. Approval will not be granted without an investigation and justification of the pricing of products or services being requested, and the reason for the expenditure.

Emergency Purchases

1. Definition

- a. An emergency occurs when
 - 1) Certain conditions might adversely affect the life, health, safety and welfare of employees or the public,
 - 2) When it is necessary to maintain or restore vital services,
 - 3) Action is needed to avoid interruption of normal business operations/activities and/or assure continuity of services,
 - 4) Natural or manmade disasters take place, or
 - 5) Acts of terrorism or violence take place
- b. "Emergencies" may also be created through negligence and are to be avoided. Lack of planning or surpluses of funding does not constitute an emergency.

2. Responsibility

- a. The declaration of an emergency is made in writing by the authority having jurisdiction and includes Broward County.
- b. The BOD and/or members shall not use the emergency purchase procedure to abuse or otherwise purposely circumvent regular established purchasing procedures.

3. Authorization

The BOD may waive solicitation requirements in emergencies where there is an imminent threat to life / safety, or in cases when necessary to prevent damage caused by an unexpected circumstance. During the declared emergency period, all normal procurement procedures and requirements shall be suspended and the procedures herein shall apply.

The BOD shall be empowered to authorize the purchase of emergency supplies, materials, equipment, or services using the most efficient and effective procurement method.

PRIDE

BCHC will utilize Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) as a vendor whenever possible, as required by contract: "Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE) It is expressly understood and agreed that any articles which are the subject of, or required to carry out, this contract shall be purchased from the corporation identified under Chapter 946, Florida Statutes, in the same manner and under the same procedures set forth in section [946.515](#) (2) and (4), Florida Statutes; and for purposes of this contract the person, firm, or other business entity carrying out the provisions of this contract (Provider) shall be deemed to be substituted for this agency (the Department) insofar as dealings with such corporation are concerned This clause is not applicable to subcontractors unless otherwise required by law. An abbreviated list of products and services available from PRIDE may be obtained by contacting PRIDE at 1-800-643-8459."

Any exception to this policy will require Board approval.