

STANDARD PROCEDURE

Aviation Authority

Number: S410.11

Effective: 09/19/12

Revised: 05/08/19

Page: 1 of 5

SUBJECT: GOVERNMENT AND  
COOPERATIVE CONTRACTS  
AND SOLE SOURCE  
PURCHASE

**PURPOSE:** To establish procedures for the purchase of equipment, supplies, materials, software, and services utilizing government and cooperative contracts and sole source purchases.

**GENERAL:** This Standard Procedure does not cover emergency procurements which must be procured pursuant to Policy P410, Procurement.

**PROCEDURES:** The Procurement Department (Procurement) is responsible for the coordination of all government and cooperative contracts and sole source purchases.

A. Contract Expiration Notification to Affected Departments

1. Procurement will:

- a. Track expiration of contracts.
- b. Notify the appropriate department Director or Vice President twelve months prior to the expiration date.

2. Department Director or Vice President will:

- a. Review the contract to determine if the department plans to exercise a renewal option, extend by amendment, terminate on the expiration date without renewal or extension or terminate on the expiration date and solicit for the goods or services.
- b. Notify the Procurement Agent (PA), who will facilitate and issue the renewal, amendment or termination and required approvals as set forth in contract and/or Standard Procedure S470.03.

B. General Procedures

1. The requesting department (Requestor) will:

- a. Prior to initiating a non-emergency purchase, submit a requisition with

STANDARD PROCEDURE

Aviation Authority

Number: S410.11

Effective: 09/19/12

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Page: 2 of 5

SUBJECT: GOVERNMENT AND  
COOPERATIVE CONTRACTS  
AND SOLE SOURCE  
PURCHASE

appropriate budgetary funding codes to Procurement and attach all supporting documentation, including a description of services and/or specifications and potential suppliers, as applicable. If electronic attachment is not possible, a note to Procurement should be entered on the requisition to alert the buyer that the documents will be forwarded. Requisitions for projects will be initiated by the Requestor and Finance will assign the appropriate task codes.

- b. Obtain prior approval from the Information Technology Services Department for the purchase of computers, software or related information technology equipment.
  2. The responsible approver will:
    - a. Review and approve the requisition in accordance with Standard Procedure S410.01, Procurement Authority.
    - b. Ensure adequate budgetary funding.
  3. Procurement will:
    - a. Develop the purchase documents.
    - b. Coordinate the review and approval process with the Requestor and other appropriate departments, as necessary.
- C. Government and Cooperative Contracts  
Procurement will:
  1. Determine if a government or cooperative contract is available for the requested goods or services.
  2. Provide a copy of a completed government and cooperative contract pricing

STANDARD PROCEDURE

Aviation Authority

Number: S410.11

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Revised: 05/08/19

Page: 3 of 5

SUBJECT: GOVERNMENT AND  
COOPERATIVE CONTRACTS  
AND SOLE SOURCE  
PURCHASE

justification memo, the issuing agency's procurement solicitation document, the awarded contract, and attachments to the Vice President of Procurement for approval. The Vice President of Procurement may request a review by Legal Affairs utilizing the yellow sheet process.

3. If approved by the Vice President:
  - i. For a purchase in excess of \$100,000, prepare and process all Board documents in accordance with the Board agenda process.
  - ii. Prepare and process the contract and/or purchase order.
4. If not approved by the Vice President, meet with Requestor and discuss procurement alternatives.

D. Sole Source

1. Requestor will:

Provide a completed sole source justification memo to Procurement that demonstrates the goods and/or services are highly specialized or proprietary and/or are only available from one authorized supplier. The justification must include the following:

- a. The purpose of the sole source purchase.
- b. The highly specialized or proprietary nature of the required equipment, supplies, materials, software, and services.
- c. Reasons why a sole source purchase is in the Authority best interests.
- d. Evidence of due diligence performed to conclude that no other authorized supplier could provide the required equipment, supplies, materials, software, and/or services.

STANDARD PROCEDURE

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Number: S410.11

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Revised: 05/08/19

Page: 4 of 5

SUBJECT: GOVERNMENT AND  
COOPERATIVE CONTRACTS  
AND SOLE SOURCE  
PURCHASE

2. Procurement will:
  - a. Review the written justification.
  - b. Perform due diligence to identify other possible suppliers.
  - c. If no other suppliers can be identified, obtain a sole source letter from either the supplier or manufacturer.
  - d. Submit the Sole source justification memo, sole source letter from the supplier, solicitation advertisement request form, the Notice of Intent to Sole Source advertisement and the Notice of Intent to Award a Sole Source Procurement public notice to Legal Affairs via the yellow sheet process.
  - e. Upon approval, advertise a Notice of Intent to Sole Source.
    - i. If viable suppliers respond, meet with Requestor and discuss procurement alternatives.
    - ii. If no viable suppliers respond, notify the Requestor and supplier of the approval and:
      - 1) For purchases in excess of \$100,000, prepare and process all Board items in accordance with the Board agenda process.
      - 2) For purchases of \$100,000 and less, process the contract and/or purchase order.

E. Contract Administration

1. Procurement will, as applicable:

STANDARD PROCEDURE

Aviation Authority

Number: S410.11

Effective: 09/19/12

Revised: 05/08/19

Page: 5 of 5

SUBJECT: GOVERNMENT AND  
COOPERATIVE CONTRACTS  
AND SOLE SOURCE  
PURCHASE

- a. If a supplier or Authority contract is required, prepare and process the contract via Legal Affairs and transmit a fully executed contract to the supplier.
  - b. Obtain proof of insurance, surety and other contractually required documentation from the supplier.
  - c. Initiate, approve, and issue the purchase order to the supplier.
  - d. Provide a copy of the fully executed contract to the Requestor.
  - e. Assist the Requestor and Legal Affairs with contract interpretations, default, termination and other contract related issues.
  - f. Facilitate and negotiate all contractual change requests.
  - g. Facilitate and issue all contract renewals, notice of defaults, and terminations as set forth in contract and/or Standard Procedure S470.03.
2. Requestor will, as applicable:
- a. Issue a notice to proceed.
  - b. Perform all daily contract administration/management functions to include monitoring and reporting minority business participation compliance and all other ongoing monitoring and compliance requirements throughout the term of the contract and/or purchase order.
  - c. Be responsible for inspection and acceptance of deliverables.
  - d. Promptly submit contractual requests to the PA.

APPROVED: Joe Lopano

DATE: 5/08/19