

OMAHA MUNICIPAL LAND BANK  
PROCUREMENT

This Policy states the procurement process to be used by the Omaha Municipal Land Bank (OMLB) for securing all goods and services (professional and non-professional) for the operation of the OMLB.

**(a) Purchasing Power.** The OMLB Board hereby authorizes the Executive Director to initiate purchases on behalf of the OMLB for goods and services in accordance with the provisions of this Policy. (Neb. Rev. Stat. Section 19-5207(1)(h)).

**(b) Procurement Reports.** The Executive Director shall monthly report to the Finance Committee of the Board all new and existing contracts of the OMLB. The report shall include the name of the vendor, the total amount of the contract, the dates of service and if the contract is fulfilled, the date of its expiration. The report shall list contracts from newest to oldest.

**(c) Procurement Guidelines.**

1) **For Purchases Less Than \$5,000.** No bid process or formal documentation of vendor selection is required for goods and services valued less than \$5,000. The Executive Director will conduct and document an informal analysis and select a vendor based on quality, service, price, and efficiency for the specified good or service. A purchase order must be executed for goods or services valued less than \$5,000.

2) **For Purchases from \$5,000 to \$25,000.** Unless the purchase falls within the guidelines for single source procurement, a minimum of three (3) competitive written quotes must be obtained for goods or services valued from \$5,000 to \$25,000. The Executive Director shall select a vendor and award a contract to the best value. A written contract must be executed for goods or services valued from \$5,000 to \$25,000.

3) **For Purchases greater than \$25,000.** A Request for Proposals (RFP) or a Request for Qualifications (RFQ) is required unless the purchase falls within the guidelines for single source procurement. Formal bids must be obtained for goods and services valued greater than \$25,000.

**(d) Definitions.**

1) **Best Value and Lowest Bid** shall mean the bid with the lowest price and the best value when considering the requisite knowledge, skill, financial capacity and past performance of the vendor which offers the highest quality and the reliable and efficient performance for the specified good or service.

2) **Requests for Proposal (RFP)** The Finance Committee will review formal bid proposals received and shall rank the proposals by vendor qualifications, vendor ability and capacity to fulfill the scope of service requirements, and vendor pricing for the specified service. Based on its review, the Finance Committee will make a recommendation to the Land Bank Board. Contracts for goods and services will be awarded by resolution of the Board. An RFP shall include the following:

- i. Purpose
- ii. Scope or statement of work and timelines.
- iii. Specifications, requirements, timelines and deliverables.
- iv. Proposal formats and submission instructions.

- v. Instructions for estimating budget and pricing.
- vi. Evaluation Criteria.
- vii. Award notification procedures.
- viii. Any special terms or conditions
- ix. Required vendor certification and insurance and proof thereof.

3) **Requests for Qualifications (RFQ)** In instances where a specific skill set is required, or the OMLB is utilizing a flat-rate method of payment, the OMLB may utilize a RFQ. The Finance Committee will review the responses to requests for qualifications received and shall rank the responses by vendor qualifications, vendor ability, and capacity to fulfill the scope of service requirements. When appropriate, a selection committee comprised of experts may be utilized to make recommendations to the Finance Committee prior to approval. Based on its review, the Finance Committee supported by the Executive Director will negotiate a price and make a recommendation to the Land Bank Board. Contracts for goods and services will be awarded by resolution of the Board. An RFQ shall include the following:

- i. Purpose
- ii. Scope or statement of work and timelines.
- iii. Specifications, requirements, timelines and deliverables.
- iv. Proposal formats and submission instructions.
- v. Evaluation Criteria.
- vi. Award notification procedures.
- vii. Any special terms or conditions

4) **Insurance.** Unless exempted by the Executive Committee, any vendor, contractor, or subcontractor selected to provide goods or services and/or is awarded a contract under this Policy shall be required, at its own expense, to obtain and maintain in full force and effect, without interruption during the term of the contract or agreement, the following minimum levels of insurance:

- i. **Employer's Liability Limits:** \$100,000 Each Accident \$100,000 Each Employee \$500,000 Policy Limit
- ii. **General Liability Insurance:** \$1,000,000 General Aggregate Limit \$1,000,000 Completed Operations \$1,000,000 Each Occurrence Limit
- iii. **Automobile Insurance:** \$100,000/\$300,000/\$50,000 \$300,000 Combined Single Limit

5) **Single Source Procurement.** In instances where one or more vendors have the ability to supply a good or service but due to the unique qualifications of one vendor or a previous contractual relationship with a vendor, the OMLB wishes to contract with a uniquely qualified vendor, renew the existing contract of a vendor or engage the services of a previously contracted vendor, the OMLB may do so without an RFP upon Finance Committee approval. The Finance Committee may consider the vendor's past experience and demonstrated expertise with a particular issue, familiarity with OMLB operations and the vendor's willingness to continue perform under the terms of the previous contract when approving these purchases. In single source procurement, the Board must document in the procurement record:

1) the circumstances leading to the selection of the vendor, including the alternatives considered; 2) its rationale for selecting the specific vendor; and 3) the basis upon which it determined the cost was reasonable and how that conclusion was reached.

- 6) **Small and Emerging Businesses.** The OMLB is committed to fostering diversity and inclusion throughout its procurement process by contracting with businesses which are registered with the Small and Emerging Business Program with the City of Omaha whenever possible.

Approved by the Board on April 14, 2021.