

**Association of US Delegates to the Gulf of Maine Council on the Marine  
Environment Corp. (US Association)  
Acquisition of Goods and Services Guidelines**

**10-8-10 Approved Version by US Association Board**

**Acquisition of Service Guidelines:**

The US Association will follow the award conditions of the granting agency and will always secure services using a competitive U.S. procurement process when required by the granting agency. If a competitive procurement process is not required by the granting agency, a contract can be issued without a competitive process under the following guidelines:

- If the contract is \$5,000 or under and is approved by the Gulf of Maine Council's (Council's) Management and Finance Committee.
- If the total of all contracts for a specific project is over \$5,000, but not above \$25,000, a vendor has provided services in the past and is in a unique position or has a unique product, or a new vendor who has not provided services in the past is in a unique position or has a unique product, a contract can be issued without a competitive process if the unique qualifications are documented and approved by the Council's Management and Finance Committee.

A typical competitive procurement process would involve the following elements: establishment of selection criteria and a selection "committee"; issuance of a detailed RFP (via Gulf of Maine Council website, NGO Directory, list serves, Working Group distribution); comparison of proposals to the RFP, ranking bidders and selecting successful bidder.

**Representing Contractors in Requests for Funding:**

Once a US Association contractor/firm has been chosen for a specific project/service through a competitive bid process, they and their qualifications can be represented in a grant proposal for the same type of project/service and the contractor will be given the option to contract for the work if the funds are granted.

The Committee Co-chairs of the appropriate Gulf of Maine Council (Council) committee will review a statement of qualifications from all interested existing contractors of the US Association and any other individual/firm recommended by the Council committee who is in a unique position or has a unique product. The Co-chairs will make recommendations to the Management and Finance committee, which will, upon review, approve or deny the existing or new contractor's qualifications being added to a funding proposal. Once a proposal is funded, the Acquisition of Services guidelines above will be followed.

**Acquisition of Goods:**

The US Association will not acquire any equipment, supplies or other goods. The US Association will not reimburse contractors for travel, meals or other meeting expense.