

Request for Action
By
Board of Commissioners

Approval of Amendments to Purchasing Policies

1. Summary

This Request for Action (“RFA”) seeks approval of amendments to the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) Purchasing Policies in accordance with staff recommendations.

2. Discussion

The Rhode Island General Assembly increased the small purchase threshold in the State Purchases Act from \$10,000 to \$25,000 for construction and from \$5,000 to \$10,000 for all other purchases effective December 31, 2023. These proposed amendments to the RIHousing Purchasing Policy reflect the increase to the small purchase threshold in the State Purchases Act.

Proposed amendments to the RIHousing Purchasing Policies are set forth in Attachment B.

The amendments to the RIHousing Purchasing Policies will become effective December 31, 2023.

3. Recommendation

Staff recommends that the Board of Commissioners approve the attached Resolution adopting amendments to the RIHousing Purchasing Policies substantially in the form as presented at this meeting.

4. Attachments

A. Resolution

B. Amendments to Purchasing Policies

Attachment A

Resolution of the Board of Commissioners of Rhode Island Housing and Mortgage Finance Corporation

WHEREAS: the Rhode Island State Purchases Act (“Act”) provides that a public agency such as Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) may utilize its existing internal purchasing function, rather than utilizing the centralized purchasing of the state, so long as its policies adhere to the general principles of the Act, R.I. Gen. Laws §37-2-12(a); and

WHEREAS: to comply with the Act, RIHousing has adopted Purchasing Policies to govern procurement, vendor solicitation, contract procedures, and ethical issues in the procurement process; and

WHEREAS: RIHousing staff has established the need for certain amendments, which will update the Purchasing Policies to reflect statutory changes within the Act.

NOW, THEREFORE, BE IT:

RESOLVED: That RIHousing hereby approves and adopts the amendments to the RIHousing Purchasing Policies substantially in the form presented at this meeting, effective as of December 31, 2023; and

RESOLVED: That the Executive Director, any Deputy Director, the General Counsel, or the Chief Administrative Officer, each acting singly, shall be authorized and empowered to execute any document or take any other action necessary or desirable to carry out the foregoing resolution, including without limitation the authority to make updates and revisions to the Purchasing Policy on an as-needed basis as he or she deems necessary to correct errors, maintain consistency with state law, and/or address issues of practical concern.

Attachment B

Updated RIGL § 37-2-22 (Small Purchases) – effective Dec. 31, 2023

- 1.3.63 “Small Purchases” shall mean procurement not exceeding ~~an aggregate amount of Ten Thousand Dollars (\$10,000.00)~~ **Twenty-Five Thousand Dollars (\$25,000.00)** for Construction and ~~Five Thousand Dollars (\$5,000.00)~~ **Ten Thousand Dollars (\$10,000.00)** for all other purchases.
- 6.5.4 Small Purchases. Competitive Sealed Bidding shall not be required for Small Purchases not exceeding an aggregate amount of ~~Ten Thousand Dollars (\$10,000.00)~~ **Twenty-Five Thousand Dollars (\$25,000.00)** for Construction and ~~Five Thousand Dollars (\$5,000.00)~~ **Ten Thousand Dollars (\$10,000.00)** for all other purchases if the prices are considered to be reasonable. Procurement requirements shall not be artificially divided so as to constitute a Small Purchase under this section.
- 7.1 ... Selection of Professional Service Providers for services not exceeding ~~Five Thousand Dollars (\$5,000.00)~~ **Ten Thousand Dollars (\$10,000.00)** shall be carried out in accordance with the procedures for Small Purchases described in section 6.5.4 hereof.