

Procurement Policy

North American Export Grain Association (NAEGA) procurement policy with unique and mandatory requirements for contracts exceeding \$25,000 per year and contracts exceeding \$35,000 per year

To provide for competitive, fair and compliant contracting practices NAEGA implements the following guidelines for all contracts, purchase orders, service fees and reimbursements. Unique and mandatory requirements for contracts exceeding \$US35,000 per year are included. This and all NAEGA expenditures that are subject to reimbursement under USDA programs are intended to provide for compliance with USDA Market Access Program (MAP) regulation 7 CFR Section 1485.29.

NAEGA procurements are conducted under these Guidelines:

1. **Decision Criteria** – All NAEGA procurements will be with the firm or individual that offers the best total value as determined by NAEGA. Best value will be measured on a case by case basis. Decisions will be based on evaluation of:
 - a. Proposed Total Project Cost
 - b. Best plan to carry out deliverables
 - c. Experience and ability
 - d. Transparency in all aspects of the project
 - e. Interview or evaluations of Staff or assigned representatives.
2. **Solicitation of Requests for Proposals** – This policy will apply to all contracts valued \$35,000 and above per year that NAEGA enters into, regardless of the use of MAP funding. For each contract for \$US35,000 and above:
 - a. NAEGA, or its assigned representative, will issue a Request for Proposals (RFP). The project RFP will: identify project goals and deliverables, as well as the requirements for each proposal and the work experience needed for the proposal to be considered. In the case of MAP contracts, the requirements will include a stipulation that the applicant agree to abide by all relevant U.S. Department of Agriculture and MAP regulations.
 - b. In the case of a contract for representation, NAEGA will prepare a RFP that lays out the expectations for the contractor, deliverables, payment terms and expected experience and other requirements necessary for the Bid to be considered. In the case of MAP contracts, the requirements will include a stipulation that the applicant agree to abide by all relevant U.S. Department of Agriculture and MAP regulations.

NAEGA will publish all RFPs in the appropriate locations as determined by the requirements for each contract. There will be a 30-day open submission period for all new contracts. All proposals/bids will be sent directly to the NAEGA President & CEO.

3. **Execution** – Upon the agreement of terms, NAEGA and the selected contractor agree to a Memorandum of Understanding (MOU) that describes:
 - a. Purpose of the MOU and any resulting contract(s),

- b. Activity the contractor is expected to perform,
 - c. Deliverables, including due dates for all parties,
 - d. Fees and term.
 - e. Provisions that the contractor will abide by all relevant U.S. Department of Agriculture and MAP regulations.
4. **Extension/Re-Bidding** - The extension or re-bidding of a contract is subject to these conditions:
- a. All contracts must be re-bid after three years.
 - b. Contracts of any amount with in-country representatives in any foreign country will not need be re-bid for a second-year extension if the NAEGA Director of Operation and President & CEO agree that the contractor has performed the original contract as expected and, if the contract used MAP funding, in compliance with all MAP regulations.
 - c. A third year for contracts with in-country representatives in any foreign country must be re-bid.
 - d. All contracts with non-U.S. based contractors that are not for representation must be re-bid each year.
 - e. Contracts valued at \$US35,000 per year and above for U.S.-based contractors must be re-bid every year.
5. **Retention of Records** – All documents related to the project, including the contract, receipts, deliverables, and record of payment, are retained by NAEGA for 7 years or until NAEGA’s MAP compliance review, whichever is longest, as described in NAEGA’s document retention and periodic destruction policy, adopted on February 25, 2009. That policy can be found in the Appendix.

All NAEGA personnel must review the above guidelines upon employment by NAEGA and acknowledge (in writing) and observe to follow the above procedures.