



Procurement Guidelines

1. Reimbursement is limited to goods and services included in your approved budget.
2. Goods and services must be in accordance with the Town's guidelines

Town of Hamden Procurement Guidelines

Purchases up to \$2,500

Purchases up to \$2,500 may be made without obtaining competitive price or rate estimates.

Purchases between \$2,500.01 and \$25,000

Purchases within this range require three (3) written estimates from vendors. Each estimate must:

- Include a clear description of the goods and/or services; and
- Reflect the same scope of goods and/or services being requested.

The vendor providing the lowest estimate must be selected. If a vendor other than the lowest bidder is chosen, a written justification must be provided explaining why the selected vendor is the most qualified. **Prior written approval is required before proceeding with a vendor other than the lowest bidder.**

Purchases over \$25,000

Purchases exceeding \$25,000 must be awarded through a formal bid process, in accordance with Town policy. The purchaser shall:

- Solicit sealed bids through a Request for Proposals (RFP); and
- Award the contract to the lowest qualified bidder or the bidder determined to be in the best interest of the Town.

If two or more bids are equal in price and specifications, the award will be based on additional evaluation criteria.

If you have any questions about procuring goods or services, please contact cdbg@hamden.com **before** you make a purchase.

I have read and agree to the above:

Signature: _____ Date: _____



Reimbursement Process

Grant funds are provided on a reimbursement basis. Expenses must be paid in advance by the organization or business.

Only expenses included in the approved budget and accompanied by the required documentation are eligible for reimbursement.

Required Documentation:

- **Invoice:** Must be provided by the vendor and include the date, description of goods/services, itemized costs, and total amount.
- **Proof of Payment:** All expenses must be paid in full prior to submission.

Acceptable forms of proof of payment include:

- **Business Check:** Copy of the canceled check
- **Business Debit Card / Online Payment / ACH:** Bank statement showing the transaction
- **Business Credit Card:**
 - Credit card statement showing payment to the vendor; and
 - Documentation showing the credit card balance was paid in full, along with a bank statement reflecting that payment

All purchases must comply with the procurement guidelines prior to incurring expenses.

Reimbursement

Reimbursement will be issued after all required documentation has been submitted and approved, and only for eligible expenses within the approved budget.

I have read and agree to the above:

Signature: _____ Date: _____

