

**Unitarian Universalist Congregation of Fairfax (UUCF)
Operational Policy**

Subject: Vendor Bidding Requirements

Number: 1

Effective Date: February 20, 2026

Approved By: Board of Directors (Board)

Policy/Procedures

1) Purpose

This policy promotes fiscal responsibility and transparency by requiring competitive bidding in the procurement of goods and services valued over a specific amount. The policy helps ensure that UUCF obtains the best value for large expenditures, while providing discretion in choosing the best option. The policy does not require the selection of the lowest bid or otherwise specify the selection criteria for particular procurements.

2) Scope

This policy applies to all UUCF staff, committees, and other bodies and individuals who expend, or authorize others to expend, UUCF funds.

3) Bidding Threshold

Any single project, purchase, or service contract with an anticipated total cost exceeding \$10,000.00 must obtain a minimum of three (3) competitive quotes or bids from independent vendors. Nothing in this policy affects any requirement that the Board approve any obligation of funds above \$10,000.00.

4) Bidding Procedure

The responsible parties (such as the Coordinating Team (CT) or committee chair(s)) shall prepare a solicitation of bids that clearly defines the project scope, required deliverables, timeline, and selection criteria.

5) Waiver of Bidding Requirements

- a) The requirement for a minimum of three bids may be waived under the circumstances described in subsections (b), (c), (d).
- b) Emergencies: Situations that pose an immediate risk to the safety of people, the security of the property, or the continuity of essential church operations.
- c) Extenuating Circumstances: Circumstances in which seeking three bids is impractical or disadvantageous to UUCF, such as:
 - i) the required goods or services are available only from a sole source (such as specialized software support or specialized pastoral consulting);
or
 - ii) vendor continuity is essential due to prior investment, specialized knowledge, or integration with existing systems.
- d) Good Faith Effort: If, after contacting three or more qualified vendors, fewer than three bids or estimates are received, the bidding requirement may be waived if

the responsible individual made a good-faith effort to comply with that requirement.

6) Approval Process

All requests for projects over \$10,000 must be submitted to the Board in writing, briefly explaining the bid selection process and noting waivers, if any, made under section 5, subsections (b), (c), or (d). The request must be approved for submission by the CT or the responsible committee chair(s) before being submitted to the Board and shall be recorded in the minutes of the relevant Board meeting.

7) Implementation and Review

The CT or the responsible committee chair(s) are responsible for the implementation of, and adherence to, this policy. The Board shall periodically review, and at any time may revise, this policy to ensure that it remains effective.