

Baltimore Research and Education Foundation, Inc.	Competitive Bidding Policy	No.		42
		Effective Date		06/17/2009
		Revision Letter		A
		Final Approval Signature	Approved at the BREF Board meeting held 1/26/2011.	

1.0 Purpose

The purpose of this policy is to establish the terms whereby the Baltimore Research and Education Foundation, Inc. (BREF) will request bids from supplies and/or contractors.

2.0 Scope

This policy applies to orders for items requested by BREF investigators.

3.0 Policy

3.1 BREF purchasing personnel make every effort to obtain the best price on items requested by investigators, which includes asking for vendor discounts and comparing prices for like items from more than one vendor whenever possible. BREF will request bids from suitable contractors when funding costly projects.

4.0 Revision History

Revision Date	Revision Letter	Name of Document Author	Description of Change
05/11/2009	A	Heather Riley	Policy is put into approved format
01/26/2011		Shirley Rutledge	No revisions. Policy approved at BREF Board meeting held 1/26/2011.