

SALEM COUNTY IMPROVEMENT AUTHORITY

RESOLUTION No. 2021-20

February 11, 2021

**RESOLUTION APPOINTING A QUALIFIED PURCHASING AGENT
AND ESTABLISHING A BID THRESHOLD FOR
THE SALEM COUNTY IMPROVEMENT AUTHORITY**

WHEREAS, N.J.A.C. 5:34-5, *et seq.* establishes the criteria for qualifying a Qualified Purchasing Agent;
and

WHEREAS, N.J.S.A. 40A:11-3 provides limits on the bid threshold when a Qualified Purchasing Agent is appointed and grants the authorization to negotiate and award such contracts below the bid threshold; and


WHEREAS, Jessica Bishop, possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services, in accordance with N.J.A.C. 5:34-5, *et seq.*;


NOW, THEREFORE, BE IT RESOLVED that the Salem County Improvement Authority hereby appoints, as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 40A:11-2(30), with specific relevance to the authority, responsibility and accountability of the purchasing activity of the Salem County Improvement Authority in accordance with the attached Proposal; and

BE IT FURTHER RESOLVED, that the Salem County Improvement Authority Board has determined that the Qualified Purchasing Agent shall have the authority to award contracts for any services with an anticipated value up to \$44,000, with prior approval by the Board for any purchases of \$10,000 and over; and

BE IT FURTHER RESOLVED that in accordance with N.J.A.C. 5:34-5.2, that the Chairman and Secretary of the Salem County Improvement Authority are hereby authorized to and directed to forward a certified copy of this resolution and a copy of Jessica Bishop's certification to the Division of Local Government Services.

ATTEST:


Barry Davis, Secretary


Cordy Taylor, Chairman

CERTIFICATION

I hereby certify the above to be a true copy of a resolution adopted by the Salem County Improvement Authority at a regular meeting held on February 11, 2021.


Barry Davis, Secretary

Jessica M. Bishop, CPM, QPA, CMFO

**29 Pine Tavern Road
Elmer, NJ 08318
(856) 364-3849**

Salem County Improvement Authority
Attn: Julie Acton, Executive Director
52 McKillip Road
Alloway, NJ 08001-0890

December 9, 2020

Dear Ms. Acton:

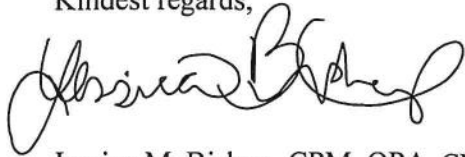
I am proposing to perform the duties of Purchasing Agent for the Salem County Improvement Authority (SCIA) in the year 2021 for a monthly rate of \$333.34 (\$4,000 annually). This agreement can be cancelled at any time with fifteen (15) days written notice by either party. Services shall include the following, on an as needed basis:

- Review meeting agendas and resolutions
- Inspect contracts for accuracy, correct specifications, and compliance with legal terms
- Review specifications
- Review requests for competitive quotes, bids, and requests for proposals
- Prepare written recommendation to the board for contract award
- Perform price analysis using price histories
- Prepare and distribute reports and statistical data as requested
- Improve efficiency of procurement process
- Review and revise internal purchasing policies.
- Provide guidance for the SCIA fixed asset inventory
- Prepare and review Pay-to-Play provisions
- Review emergency purchase requests and prepare required documents
- Review Shared Services
- Attend meetings, as requested

All documents prepared during the term of this agreement are property of the Salem County Improvement Authority and will be returned upon termination of the engagement.

I thank you for the opportunity to continue to serve the Salem County Improvement Authority and look forward to working with you and your team. If you have any questions please do not hesitate to contact me.

Kindest regards,

A handwritten signature in black ink, appearing to read "Jessica M. Bishop". The signature is fluid and cursive, with the first name "Jessica" being more prominent than the last name "Bishop".

Jessica M. Bishop, CPM, QPA, CMFO