

Town of Thetford

Human Rights Equipment Procurement Policy

Purpose

This policy was developed as a response to the Apartheid Free Communities Pledge, passed at the 2025 Thetford Town Meeting. Its purpose is part of a larger effort to further the Town of Thetford's commitment to a high level of fiscal, social, and environmental responsibility, and to define the process for procuring high value capital equipment products in a responsible manner. The Town of Thetford will prioritize vehicles and equipment that have a relatively lower negative societal impact.

Policy Organization

This policy interacts with and enhances the Town of Thetford Purchasing Policy. It does not exempt any purchase from meeting all the relevant requirements of the Town of Thetford Procurement Policy.

Any purchase of new capital equipment over \$350,000 should be considered through the framework created in this policy. Purchases that do not entirely consist of Town funds may or may not follow the additional requirements of this policy. Purchases of used equipment where the purchase will not benefit the original manufacturer may or may not follow the additional requirements of this policy.

This policy provides a framework to utilize when making purchasing decisions, helping to ensure that the purchases the Town makes are in line with its stated goals and objectives related to human rights. The Policy outlines procedures that ensure that the Town utilizes its resources to best meet the Town's operational needs.

Nothing in this policy shall be construed as requiring a department, vendor or contractor to procure goods or services that do not perform adequately for their intended use or are not available at a reasonable price or in a reasonable period of time. Decisions regarding adequacy or suitability for use shall be at the discretion of the Selectboard.

Definitions

"Emergency Purchase/Repair/Replacement" is defined as a purchase, repair, or replacement for which immediate action is needed to avoid harm to Town property or personnel, and/or would substantially impact the Town's ability to provide adequate services. The Town Manager shall have full discretion to determine what constitutes an Emergency, and whether, in light of the emergency situation, the procedures defined in this Policy should apply as defined or in an amended form.

"Large Capital Equipment" is defined as new durable equipment valued at \$350,000 or more, purchased for use by town employees.

Procedure

Large Capital Equipment

For Large Capital Equipment purchases, as defined in this Policy, a review by the Town Manager and a Selectboard designee is required.

1. Determine Scope

Once a relevant purchase is deemed necessary, the process starts as defined by the Town of Thetford Purchasing Policy. If a sealed bid is required: every received bid will be subject to assessment. If a sealed bid is not required: at least two qualified vendors capable of providing the relevant products will be selected and shared with the Selectboard designee. If the purchase is being made from a single source, then that vendor will be assessed.

2. Human Rights Assessment

The Town Manager and Selectboard designee will review the vendors and manufacturers using the American Friends Service Committee database (<https://investigate.info>), and other databases as deemed necessary.

3. Report

The Town Manager and Selectboard designee will write a report of their findings and purchase recommendation to the Selectboard.

4. Decision

The Selectboard will make the final purchasing decision using the report in addition to the relevant Purchasing Policy requirements.

Exception

The following exception may apply. However, there must be written documentation created and maintained that outlines the process and rationale for such an exception.

Emergency Purchases.

The Selectboard or their designee may make purchases for the purpose of meeting the public emergency without complying with the purchasing process. Emergency purchases may include immediate repair or replacement of town vehicles or equipment if the delay in such a repair or replacement would endanger persons or property or result in substantial impairment of the delivery of Town services.

Adopted this ____ day of _____, _____.
