

LIVINGSTON TOBACCO ASSET SECURITIZATION CORPORATION
PROCUREMENT POLICY

This Procurement Policy shall apply to all board members, officers, and employees of the Livingston Tobacco Asset Securitization Corporation (the "Corporation"). Any purchase or contract for goods or services with an annualized expenditure in excess of \$100.00 must adhere to the following policy.

Section 1. Definitions

As used herein, the following terms shall have the meaning set forth below:

- a. "Best value" – the basis for awarding all goods or services purchases or contracts to the offer which optimizes quality, cost and efficiency, among responsive and responsible offers. Such basis shall be, whenever possible, quantifiable.
- b. "Responsible" – Such requirements may include, but are not limited to, the respondent's qualifications, financial stability and integrity.
- c. "Responsive" – Applies to the extent to which the offer has complied with the specifications or requirements of the solicitation for goods or services.

Section 2. Procedures

- a. For the purchase of goods and services, proposals shall be requested from at least three respondents. The best value, responsible and responsive bidder shall be accepted unless the Corporation Board of Directors determines, in writing, that it is in the best interest of the Corporation to select a different bidder. Such written justification shall be maintained in a procurement record and shall be made publicly available.
- b. The requirement for competitive bidding may be waived upon prior written approval of the Corporation Board of Directors provided that prior to the acceptance of such goods or services, a written statement is prepared describing the justification for waiving competitive bidding and the Corporation's interest in the proposed expenditure. Such written statement shall be made publicly available.

Adopted: June 11, 2020