

## **Speech and Hearing BC Policy Statement and Procedures**

**V.16**

**AREA: Finance**

**SUBJECT: Soliciting Tenders/Contract Approval and Renewal**

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### **POLICY:**

A minimum of three tenders/proposals must be obtained when entering into a contract for services or products valued over \$1,000. The only exception is where the product or service is provided exclusively by one person or organization.

Contracts entered into must appear free of any conflict of interest in order to maintain member and public confidence in the Association. Those individuals who may be perceived to be in conflict must remove themselves from the contract process. (See the policy on Conflict of Interest for PC Members)

Only those with signing authority may sign contracts on the Association's behalf. (See Policy on Signing Authority)

### **PROCEDURE:**

- Committees/staff/Provincial Councilors will obtain the required tenders.
- Committees/staff/PC will present the tenders to PC for approval. They may recommend a particular tender to the Speech and Hearing BC Provincial Council, accompanied by rationale for that choice.
- All tenders entered into will be filed at the Speech and Hearing BC office and made available to any interested member of the Association.
- The recommended maximum length of contracts for services is one year.
- Contracts may be approved for renewal by a simple majority vote of Provincial Council. Should a majority not be obtained, a Committee will be struck to obtain tenders for the service/product to be presented at the next Provincial Council meeting.