

## Preamble

To ensure that BCWWA operations are equitable and transparent, the policy for retaining contractor and/or consultant services is to follow a tiered process based on contract value, partnering and internal vs. external funding. A competitive selection process is encouraged for higher value contracts. Regulations such as WCB, GST and T4A shall be addressed to satisfy the Association's legal obligations.

The Association's contract services are typically described by three cases.

### Case Description

- A Specific *BCWWA* assignments with internal funding
- B Specific *Partnership* assignments with external or joint funding
- C *Extended or multiple-delivery* assignments.

Policy is described below for each case and summarized in Table 1. BCWWA officers, staff and committees shall endeavour to see that contractors are made aware of other BCWWA policies and procedures.

### Case A - Specific BCWWA Assignment – Internal Funding

Where services are required for an assignment that is

- **exclusively for the Association, and**
- **for a one-time, specific assignment, and**
- **for the purpose of developing products and services, and**
- **where funding to support this is provided solely by the Association:**

1. The President shall have approval authority for contracts less than \$10,000.
2. For assignments between \$10,000 and \$19,999 a competitive proposal call is required, and the Executive Committee has approval authority.
3. Under conditions (1) and (2), the Finance Committee shall advise the Board of the commitment at the next Board meeting.
4. For assignments greater than \$20,000 a competitive proposal is required, and the Board has approval authority.
5. All contractors shall enter a Contractor Service Agreement. The Agreement shall include compliance with all legal requirements (e.g., WCB, GST, T4A), and a QA/QC component.

### Case B - Specific Partnership Assignment – External or Joint Funding

Where services are required for an assignment that is

- **for a one-time, specific assignment; and**
- **a partnership with an external agency, and/or**
- **the subject of, or related to, an agreement where external or joint funding is provided by the partner(s):**

1. The Association will review the partnership project to ensure that the project is aligned with the Association's Strategic Plan.
2. The project shall not impede or harm the Association's interest or position in the industry.
3. The Association shall be a valued contributor, and the project delivery mechanism shall be transparent.
4. There shall be a Business Plan delivered by a specified project manager. Well-established lines of communication shall be in place, and regular written progress reports shall be provided. Where applicable, the project manager will present the project and the deliverables to the Executive Committee and confirm compliance with the BCWWA Finance Policy.
5. Where conditions (1) to (4) are met, and a financial commitment less than \$10,000 is required from the Association, the President shall have approval authority.
6. Where conditions (1) to (4) are met and a financial commitment between \$10,000 and \$19,999 is required from the Association, a competitive proposal is required and the Executive Committee has approval authority.
7. Under conditions (5), (6) and (7), the Finance Committee shall advise the Board of the commitment at the next Board meeting.
8. Where conditions (1) to (4) are met and a financial commitment exceeding \$20,000 is required from the Association, a competitive proposal is required and the Board has approval authority.
9. All contractors shall enter a Contractor Service Agreement or equivalent agreement. The agreement shall include compliance with all legal requirements (e.g., WCB, GST, T4A), and a QA/QC component.

### **Case C - Extended or Multiple Delivery Assignment**

#### **Where services are required for an assignment that is**

- **the ongoing or multiple delivery of training and educational services, and**
- **funded by the Association and/or its partners:**

1. A call for expression of interest will be developed and distributed annually by the Association, requesting submissions from qualified parties. Selection will be on the basis of qualification, availability, price and past performance.
2. The Finance Committee shall review the list of qualified individuals and/or firms, with recommendations being made by the Finance Committee to the Board for approval on an annual basis.
3. All service providers will be required to enter into a Contractor Service Agreement that includes compliance with all legal requirements (e.g., WCB, GST, T4A), and a QA/QC component.
4. All 'Case C' service providers shall receive applicable Association policies and be required to sign a Code of Conduct Agreement and acknowledge their understanding of the Code.

### **Exceptions**

Any deviations from the foregoing policy require the approval of the Board.

Where it is anticipated that a one-time, specific assignment will become a series of assignments, it shall be treated as an extended assignment (Case C).

It is anticipated an exception to the above policy would be sole source contracts in excess of \$10,000 in circumstances such as:

- the available project timeline does not allow a competitive selection process;
- the designated individual/firm is the only one capable and available to perform the required work for reasons such as unique expertise, patent or copyright; or
- our client or partner has required a specific individual or firm.

A sole source contract should only be awarded only if all of the following conditions are met:

- adequate sole source justification is provided;
- the selected individual or firm is endorsed by the related BCWWA technical or education committee(s); and
- the value of the contract does not exceed fair market value for the work to be performed.

### **Directors**

Directors of the Association should not receive financial gain from, enter into contracts with, or become employees of BCWWA unless specific conflict of interest procedures are followed. In particular, Directors cannot gain from any transactions unless they notify all Directors, in writing, of their interest in such a transaction before Board consideration. The subject Director shall not participate in any voting related to the matter.

### **Competitive Selection Process**

Appendix 1 provides guidance for the competitive selection process.

**Table 1**  
**Summary of Policy**

<b>Case</b>	<b>Financial / Authority</b>	<b>Process</b>	<b>Contract</b>
<b>A – Specific BCWWA Internal Funded Assignment</b>	<ul style="list-style-type: none"> <li>▪ BCWWA funded</li> <li>▪ &lt;\$10k by President</li> <li>▪ &lt;\$20k by Exec Cttee</li> <li>▪ &gt;\$20k by Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ direct award</li> <li>▪ competitive proposal</li> <li>▪ competitive proposal</li> </ul>	<ul style="list-style-type: none"> <li>▪ CSA for all (1)</li> </ul>
<b>B – Specific Partnership Joint-Funded Assignment</b>	<ul style="list-style-type: none"> <li>▪ joint funding</li> <li>▪ &lt;\$10k by President</li> <li>▪ &lt;\$20k by Exec Cttee</li> <li>▪ &gt;\$20k by Board</li> </ul>	<ul style="list-style-type: none"> <li>▪ alignment w S. Plan Business Plan</li> <li>▪ direct award</li> <li>▪ competitive proposal</li> <li>▪ competitive proposal</li> </ul>	<ul style="list-style-type: none"> <li>▪ joint funding agmt</li> <li>▪ CSA for all</li> </ul>
<b>C - Extended or Multiple-Delivery Assignment</b>	<ul style="list-style-type: none"> <li>▪ all funding arrangements</li> <li>▪ Finance Cttee recommendation</li> <li>▪ Board approval</li> </ul>	<ul style="list-style-type: none"> <li>▪ annual EOI</li> </ul>	<ul style="list-style-type: none"> <li>▪ CSA for all</li> </ul>
<b>Sole Source</b>		<ul style="list-style-type: none"> <li>▪ limited timeline</li> <li>▪ Cttee endorsement</li> <li>▪ fair value</li> </ul>	<ul style="list-style-type: none"> <li>▪ CSA for all</li> </ul>
Notes: 1) CSA = Contractor Services Agreement 2) EOI = Expression of Interest			

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**GUIDELINES  
COMPETITIVE CONTRACTOR SELECTION PROCESS**

The Executive Director, with assistance from Board members, technical/education committees, and staff as appropriate, develops a Request for Proposal package including:

- statement of work (including background information of why work required; objectives of project; tasks to be completed; deliverables and schedule)
- terms and conditions that will apply (i.e. deliverables to the satisfaction of BCWWA; ownership of deliverables, including any associated intellectual property, which would normally reside with BCWWA; conditions for extension or amendments to contract; conditions for termination of contract);
- proposal submission requirements (i.e. background and experience of proposed personnel; approach or methodology to complete work; price; scheduling);
- proposal evaluation criteria (i.e. mandatory requirements, if any, met; strategy, approach and methodology; management; expertise and experience of proposed personnel; management involvement and supervision; scheduling; firm's experience; past performance; local representation) including weighting for each criteria used;
- contractor selection method (i.e. a number of approaches are available such as: lowest price meeting mandatory requirements; lowest cost per rating point; 50% technical, 50% price; highest technical score; or highest technical score within declared budget; achievement of.) Could also include a minimum rating points score for a proposal to be considered valid).

A proposal evaluation committee, consisting of the Executive Director, a Board member, and a committee chair (or designate), complete individual proposal evaluation sheets based on the agreed upon project specific evaluation criteria and reach a consensus on the successful proposal, provided minimum rating points is achieved.

For smaller projects of less than \$20,000, the above process can be streamlined by measures such as:

- solicit proposals from maximum of 3 contractors
- limit proposal submissions to maximum number of pages
- develop request for proposal package, and proposal evaluation by an individual (e.g., Executive Director) rather than by committee.

The selection will not necessarily be made in favour of the lowest priced submission.

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