

SNBRA Contracting for Services Policy - Approved on September 20, 2012

It may be necessary for the Southwest Nova Biosphere Reserve Association to establish contractual agreements with other parties to provide services such as research, publication development, display preparation, public programming, workshops and conferences. SNBRA will practice due diligence by using accepted business practices for contracting and tendering in accordance with the following contract of services policy:

1. A call for tender document, including submission deadline, project description, specifications, and expectations should be prepared and advertised on the SNBRA website by the board. Broader advertisement of tender call may be made at the board's discretion. Pertinent information concerning the tender call, including all time frames and specific dollar amounts for exact services or materials relative to the tender will be required. Time shall be of essence in all situations.
2. It will be the decision of the Board as to whether a tender is called. In the circumstance of a contract of less than \$1000.00, the decision to award the contract without going to tender will be an option open to the Board.
3. The Board may designate the executive, or appoint a project committee to oversee and coordinate contractor selection, project development, documentation, or other specific functions. Signing authority for financial transactions will remain with the existing officers previously appointed by the Board for that purpose.

No conflict of interest should be present within the members of the project committee, actual or implied. Any conflict can be identified by a member of the Board.

4. A contract may be awarded by the Board to the applicant that submits a suitable project proposal bid addressing the tender terms of reference, qualification requirements, specifications, expectations and submits a competitive financial bid. All tender calls will include the wording "The Southwest Nova Biosphere Reserve Board reserves the right to reject any or all bids as authorized by law and to award the contract to other than the lowest bidder, at its discretion. The best interest of the Southwest Nova Biosphere Reserve is hereby served."

5. Should a member of the Board of Directors, or appointed Advisor, wish to compete for any tendered contract offered by the Society, the member in question should declare this conflict of interest, remove themselves immediately from discussions associated with this contract and resign from the Board. If the said former Director or Advisor is not successful with the contract bid, that person may be re-appointed to the Board at its discretion, should a request for re-instatement be made by said previous member.

6. The By-laws of the Society will be adhered to at all times. Any changes to this Policy must receive prior approval of the Board or membership, at a duly notified and convened Board meeting, or annual or special membership meeting.