

**January 28, 2019**

**WEASC and SCAWWA Services Procurement Guidelines for  
Volunteers, Officers**

For Water Environment Association of South Carolina (WEASC) and South Carolina American Water Works Association (SCAWWA) conferences, workshops, and other events, vendors are often selected to provide services. These services can include, but not be limited to, providing meals or entertainment. The vendor selection process should avoid a conflict of interest such as stated in the *District Chair Handbook* and the *WEASC Code of Conduct*. These guidelines will help Association volunteers to avoid conflicts that could potentially result in an audit exception when procuring services. Please remember: ***All contracts must be signed by the Executive Director.***

**If you are a current officer of the WEASC or SCAWWA Executive Committee, or current officer of a WEASC District**, you must avoid any potential conflict of interest or a situation where you would personally benefit from being in your position while procuring services. For example, if you own a catering business and your company is selected to provide services for an event. This type of selection is expressly prohibited if any monies are provided for this service. As an officer, you cannot benefit from your position on a committee in such a way (even if you are giving the service at a reasonable and industry standard rate or reduced rate). If the service is provided at no cost to the Association (except for costs necessary to cover minimal expenses not paid directly to you), this may be allowable if approved by the Executive Committee.

**If you are not an officer but are a member of any WEASC or SCAWWA Committee or WEASC District**, you should also avoid any potential conflict of interest. However, if you can provide documentation that your services are at or below a reasonable industry rate, your services can be procured by the Association. For example, if you are a district committee member and own a catering company, your company may be selected to provide food at an event if there is documentation of costs being reasonable for such services if provided by another vendor. It may be helpful to have several bids to document competitive and reasonable pricing. This may simply be accomplished by calling several other vendors and keeping documentation of their pricing.