



Contractors and Suppliers Policy

Governance Section: Operations

Revision Date: 9/27/2018

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Purpose

To establish a policy for the relationship between the Pool and its contractors and suppliers—those persons or entities with which the Pool contracts for its goods and services.

Authority

1. Interlocal Agreement, Section 3 (purchase insurance, “provide for risk management, loss control, and other services”, and “enter into contracts”); and
2. Bylaws, Section 17 (governance and control by Executive Committee).
3. Also see Finance: Purchasing Policy

Policy Statement


1. Contractors and suppliers shall be treated with dignity, respect, and professionalism.
2. No contractor or supplier shall be expected or asked to provide gifts, perks, or anything of value to anyone associated with the Pool as a condition of doing business with the Pool.
3. The Pool shall treat all contractors and suppliers fairly and equitably in the procurement process. All competitive procurements shall be open, well-defined, and transparent.
4. The Pool shall memorialize all relationships between a contractor or services provider using a written contract. Contracts shall include the following provisions: agreement term, scope of services provided, form and timing of periodic reporting by the service provider to the pool, performance measures and corresponding reporting methods, compensation details, ownership and confidentiality of pool information, business continuation obligations of the service provider, data security obligations of the service provider, records retention standards and accountabilities, compliance with applicable state and federal requirements, indemnification of the parties and insurance requirements, assignability of the contracted relationship, cancellation and termination of the agreement, breach definition and remedies, legal venue to resolve disputes, and choice of law.
 - a. Contracts with a value exceeding \$25,000 shall be reviewed by general legal counsel.
5. The Pool shall pay contractors and suppliers in a timely manner consistent with the procurement agreement.
6. The Pool shall follow state law and/or its policy for the purchase of goods and services for procurements.
7. With respect to the procurement of insurance brokerage services, the Pool shall issue a competitive request for proposal to potential brokers at least every ten years. The Pool may do so more frequently at the discretion of the Executive Committee or Executive Director.

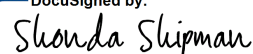
Amendment

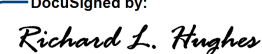
The Executive Committee may amend this policy.

Policy History

Passed by the Executive Committee on September 27, 2018.

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 Paul Shinnors, President

Attest:
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 Shonda Shipman, Secretary

Approved as to form:
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 Richard Hughes, General Counsel