

Contracts

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Authority: *Health Professions Act*, section 18(1).

Background:

The Board is responsible for governing, controlling and administering the affairs of the College in accordance with the *Health Professions Act*, the Dietitians Regulation and the College By-Laws. To support the Board's ability to meet its responsibilities, the College advertises for consultants on a regular basis and awards contracts in a fair and transparent manner.

Policy:

1. Eligibility

- To avoid a real or perceived Conflict of Interest, prospective College consultants cannot be employees of the CDBC, Board Directors or current committee members.

2. Direct Award Method

- Contracts of less than \$3,000 are direct awarded to a consultant at the discretion of the Registrar or Deputy Registrar.
- Directly awarding a contract occurs when a project is small, concise and needed within a short timeframe.
- College staff contact consultants who have expressed interest in College contracts, have expertise in the project area, and who may or may not have contract/consulting experience.
- Interest and availability is determined and the contract fee is stated.
- On acceptance, a CDBC Standard Contract is prepared and co-signed by the consultant and Registrar or Deputy Registrar and the consultant is asked to sign a Conflict of Interest/Confidentiality Agreement.

3. Negotiated Award Method

- Contracts of more than \$3,000 and less than \$7,500 are awarded after negotiation with a consultant.
- Awarding a negotiated contract occurs when the project is of average size and complexity and when the time and cost of administering a Request for Proposals appears to be of equal or greater value than the contract (see point 4.).
- College staff contact a consultant who has:
 - worked successfully for the College in the past on at least one project,
 - proven to be reliable, on time and works within budget, and
 - expertise in the project area.
- Interest and availability is determined, the project is described and the consultant is asked to submit a project fee, project plan and proposed completion date.

- The Registrar, or the Deputy Registrar in consultation with the Registrar, negotiates all aspects of the contract to reach:
 - a fair and reasonable cost that is in line with other contracted work from a consultant with similar education and consulting experience,
 - an agreed upon project plan, and
 - interim and/or final submission date(s).
 - When negotiations are complete, a CDBC Standard Contract is prepared and co-signed by the consultant and Registrar or Deputy Registrar and the consultant is asked to sign a Conflict of Interest/Confidentiality Agreement.
4. Request for Proposal (RFP) Award Method
- Contracts over \$7,500 and government grants that require competitive bidding are awarded by the RFP method - a competitive, sealed-bid process.
 - A formal invitation is circulated by the College to all registrants and, when appropriate, to selected consultants who are not registrants, and published on the College website.
 - The RFP method is particularly useful when a project has complex detailed specifications and is of a significant dollar value.
 - The proposals are evaluated according to an “open” or “blind” process, as determined by the College committee overseeing the contract.
 - College staff administer the process determined by the overseeing committee.
 - The contract is awarded after objective evaluation of proposal bids against clearly stated criteria and requirements developed by the overseeing committee.
 - On acceptance, a CDBC Standard Contract is prepared and co-signed by the consultant and Registrar and the consultant is asked to sign a Conflict of Interest/Confidentiality Agreement.
5. Information to Consultants
- On request, information is provided to unsuccessful consultants and RFP bidders to help them further develop their consulting skills.
6. Exceptions
- Inspectors appointed by the Inquiry Committee to conduct complaint inspections are appointed and paid according to Inquiry Committee policies Ic-01, Inspectors, and Ic-03, Inspector Compensation.