**Village Grande at English Mill Homeowners Association**

**Procedure 109–Contracting Policy**

Process/Procedure Owner: Board of Trustees

## 1.1 Purpose

This Policy provides guidance regarding the Contracting for service, materials and supplies by VGEM.

**1.2 Policy**

1. All contracting for services, materials and supplies(Acquisitions) shall be conducted in a manner that is in the best interests of the HOA and its members.
2. All Acquisitions other than those of nominal value should be made in writing. In the case of emergency acquisitions, the written agreement may be prepared after a verbal award.
3. A Purchase Recommendation shall be prepared for all Acquisitions other than those of nominal value and the Evaluation Criteria should be determined in advance.
4. When practicable multiple bids should be obtained for all Acquisitions other than those of nominal value.
5. All Acquisitions shall be approved in accordance with the established Delegation of Authority.
6. All Acquisitions and related documentation shall be maintained in a file for future reference.
7. Contracts documents should be written in Plain Language.
8. The HOA should create Standard Form Contracts including Standard Terms and Conditions.
9. The Contract documents should fully define the responsibilities of the Seller, the HOA and where applicable, the homeowners of VGEM.
10. Major Contracts (as defined by the Board of Trustees), should be based on a minimum of 3 bids.
11. All Suppliers shall be treated equitably. Information received as part of the proposal or bid process shall be treated as confidential and only distributed on a need to know basis. In no event shall the information provided by one bidder be shared with other bidders.
12. A Contracting Plan should be maintained by the HOA identifying all Major contracts.

**1.3 Inquiries**

Questions regarding this procedure should be directed to the Board of Trustees.