

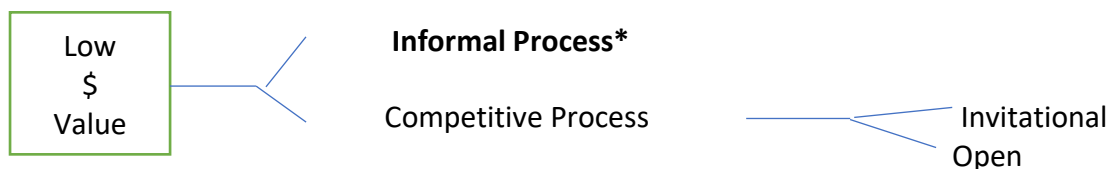
Vendors

Policy:

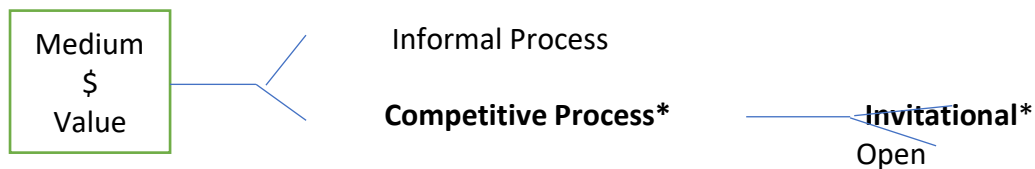
A full and transparent assessment of the potential contract by the Executive Director in consultation with the Officers of the Board, where necessary. Accepting the services or goods of vendors requires professional scrutiny from the Executive Director to ensure that fair trade and fair competition is maintained in the deal and at a market price.

All vendors to be checked by the Executive Director in consultation with relevant Officers of the Board if necessary. Quality of services being supplied at cost or pro bono to be checked and timeframes agreed in the terms of reference or contract. IASP needs to agree the procurement method in accordance with the procurement's value. It would be impractical for an organization to seek the Board's approval for each low dollar, routinely purchased. Conversely, procurements of medium to high dollar value should be managed utilising the appropriate procurement strategy to ensure value for money. Using the procurement process below balances the burden of a small organisation (in terms of office capacity) with the value of the procurement.

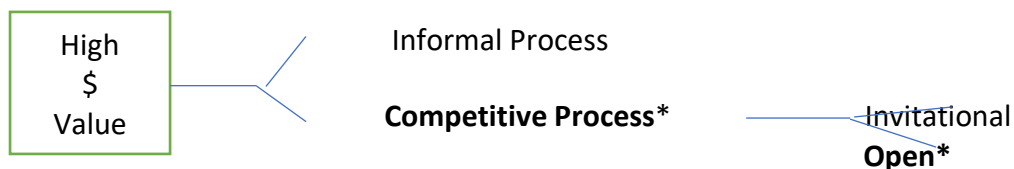
Guide to Procurement Method 1 (up to \$5,000)



Guide to Procurement Method 2 (\$5,000 - \$25,000)



Guide to Procurement Method 3 (over \$25,000)



Informal Procurement process.



An example of informal procurement would be to order from a supplier catalogue, professional recommendations or to buy retail through the internet.

Competitive Procurement: Invitational

An invitational competitive process involves requesting a minimum of three qualified suppliers of goods or services to submit a written proposal based on the requirements outlined by IASP. The request may take the form of email, phone call or other methods the organization uses to solicit bids.

Competitive Procurement: Open

An open competitive process enables all suppliers to compete in a fair and open environment related to the contractual purchase or lease of any good or service by an organization. Selecting bids from the widest possible range of vendors may provide greater insight regarding market opportunities.