FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

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TENDERING PROCESS</td><td>POLICY NO: FMG-009</td><td>PAGE 1 of 3</td></tr>
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June 30, 2016
Tendering Process FIN01-30</td></tr>
<tr><td>RELATED DOCUMENTS:
FVI Bylaws</td></tr>
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Board of Directors</td><td colspan="2">DISTRIBUTION: Board Policy</td></tr>
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PURPOSE:
The tendering policy for Family Visions Inc. is in place to guide individuals who are involved in purchasing products or services.

POLICY:
This policy identifies when a tendering process is required and outlines the bid process. The process of vendor selection must be fair and properly documented; including a decision process for selecting a vendor, which optimizes Family Visions Inc. purchasing objectives.

PROCEDURES:
Acting on direction from the Board of Directors, only individuals authorized to purchase goods and services on behalf of the Family Visions will be involved with the tendering process.
A vendor is disqualified from quoting if information is known in advance that would prohibit Family Visions Inc. from doing business with this vendor for any reason. Such information includes, but is not limited to knowledge of: a history of price fixing, unethical business practices or other conflict with Family Vision Inc. and its mission, values and principles. In the case where such evidence or suspicion exits, it must be brought forward immediately to the Executive Director to relay this information to the Board of Directors who are responsible for confirming a firm's disqualification from bidding on such basis.

Family Visions Inc. has a responsibility to use appropriately qualified professionals, and only on an as needed basis, while respecting the requirement for cost effectiveness.

Certain basic evaluations should be included in the selection process of an approved vendor, including:
1. The vendor has the financial stability, size and service infrastructure to be capable of meeting the need;
2. The vendor's reputation and standing in the community;
3. Product quality and performance reputation of the vendor is acceptable in the context of Family Visions Inc.;
4. The vendor warranty, service reliability and format, shipping or delivery procedures, and terms and conditions of sale protect Family Visions Inc. interests; and,

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5. The vendor is given preference, to the extent practical and economically feasible, for products and services that conserve natural resources, are energy efficient and protect the environment.
6. If all details are equal, local businesses will be given first priority.

Procedure:

1. Tender items identified by Executive Director or designate.
2. Executive Director or designate informs the Board of Directors of potential tenders and provides key bid criteria for selection.
3. Board of Director approves the need for tender(s) and criteria.
4. Executive Director or designate develops bid information with key criteria for publication with various medias.
5. Executive Director or designate receives tenders.
6. Executive Director or designate provides the FV Board of Directors with a summary of bids received.
7. Executive Director or designate informs the selected vendor in writing that their bid has been selected and proceed with contract signing where applicable.

Where the development of requirements and subsequent review of bid information requires the expertise not available within Family Visions, Inc. and outside arm's length professional becomes part of the selection committee.

Bids are obtained & documented in the following manner prior to selecting a vendor:

- Family Visions Inc. must obtain bids from vendors for goods and services valued over $2000.
- All bids, including verbal, are documented and retained on file with the Executive Director for a minimum of seven (7) years.
- Bids submitted to Family Visions, Inc. are held in strictest confidence, and vendors are not given information about bids from competing sources.

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Exceptions will include cases where a critical situation requires an immediate repair. These exceptions can be approved by the Executive Director without required bids with notification by the Executive Director to the Board of Directors prior to purchase.

All bid related documentation for maintenance, goods and services expenses, equipment and capital expenses is retained by the Executive Director. All original contracts are maintained by the accounting department.

Bid Criteria:
The following criteria should be defined in the bid:

- Clear and accurate description of the technical requirements for the material product or service.
- Compliance with specifications. Requirements for insurance and bid sureties when required.
- Cost of maintenance, or ongoing operations (if applicable). Time to delivery or completion of the product or service. Cost of delivery (if applicable). Terms and conditions of payment.
- Warranty and other data applicable to individual situations.

Vendor Evaluation and Conflict of Interest:
The results of the vendor selection process are maintained on file for future review or audit purposes.
Special interests and conflict of interests must be disclosed to the Executive Director or designate who shall advise the Finance Committee by outlining in detail the matters that could influence the evaluation process.