



Eastern Connecticut RC&D

Eastern Connecticut Resource Conservation & Development Area, Inc.
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Competitive Bidding Policy

The Eastern CT RC&D Area, Inc. recognizes its obligation to deal fairly in its bidding for professional services practices, and to not knowingly extend favoritism to any vendor or contractor. Each contract shall be awarded on the basis of quality, price and timely delivery. Past service of a favorable or unfavorable nature shall be a factor when other considerations are equal. Competitive bidding shall be practiced whenever feasible and to the advantage of the RC&D Council.

This policy applies to contract awards of \$10,000 or more. A Contract for services up to \$10,000 may be awarded to a contractor the RC&D Council deems best qualified to deliver the service and is approved by a majority vote by the RC&D Council. If there is not a qualified contractor for the required service the council may decide to use this policy to obtain bids for the service.

This policy does not apply to projects in progress where a contractor has already been selected and additional components and/or funding directly related to the contractor's project may be added by the RC&D Council without a re-bidding process.

Procedure

- A subcommittee of the RC&D Council will develop a Request for Services (RFP) or Request for Qualifications (RFQ) for the professional services required to complete the RC&D Council's project
- The RFP or RFQ will be advertised in a manner to solicit a wide range of applications from interested organizations and individuals who have the necessary technical expertise for the project. Advertising methods may include, websites, list serves, direct email or mail, newspaper notices or other methods the Council deems appropriate.
- The applications will be reviewed by the subcommittee who developed the RFP or RFQ and the top three applicants will be reviewed by the full council. The contract will be awarded to the most qualified applicant by a majority vote of the Council.
- Formal contracts between the successful applicant and the RC&D Council will be developed and signed prior to the start of the project.