



POLICY TITLE: PURCHASING POLICY

POLICY CLASS: BOARD PROCESSES

PRINCIPLE

- *The Chamber is committed to a philosophy of open and transparent purchasing, that (where practicable) provides support and recognition of the goods and services provided by Chamber members*

POLICY

In order to safe guard the Chamber and to avoid any misunderstanding as to the Chamber's practices relating to the purchasing of any goods or services, the following procedures must be undertaken:

1. The Executive Officer (or delegate) must be requested by the Chamber Board of Management or Chamber sub-committee to seek Expressions of Interest/Quotations (Eol) to purchase a specific good or service
2. The Executive Officer (or delegate) must communicate with all of the current financial members of the Chamber the Chamber's wish to:
 - Purchase a good or service
 - Seek Eol from the members as to the provision of the good or service
3. Any communication from the Chamber seeking Eol must contain:
 - Description of the good or service to be purchased (including all relevant detail required for the member to provide an Eol . including, but not limited to, quantity, specific design parameters, proposed application)
 - Closing date for submissions and preferred method of receipt of any Eol
4. Any request for Eol for goods or service will also be posted on the Chambers website.
5. The same information relating to the goods and service must be made available to all members. Therefore if discussions with an individual/organisation yield a significant piece of information that all other potential submitters are not aware of and that may significantly impact upon the Eol process . an addendum communication will need to be distributed by the Chamber.
6. While it is preferable that the Chamber source all of its goods and services through its membership, it is acknowledged that this will not be possible in all instances. Therefore any request for Eol may be distributed beyond the current financial members. Members will also be encouraged to distribute the request for Eol to their networks.
7. All Expressions of Interest will be provided by the Executive Officer (or delegate) to the Chamber Board of Management or sub-committee that requested it. Where there are more than five (5) Eol the Executive Officer (or delegate) may present a short-list of the top five (5) submissions. These will be assessed based upon criteria including price, quality, previous experience, timeliness of delivery, ability to meet requirements of the specific project.
8. If, after analysing each Eol against all criteria, and there the evaluation scores are equal (to within +/- 5%), the project will be awarded based on the following preferential order:
 1. Current financial Frankston Business Chamber members
 2. Past Frankston Business Chamber members
 3. Businesses based within the Frankston municipality

Signed

Date

Position

Date of review