

**GHPOA POLICY ON COMPETITIVE BIDDING OF CONTRACTS
ADOPTED APRIL 21, 2003**

1. To the extent possible, it is the policy of the Board of Directors of GHPOA to solicit at least three (3) bids for every contract with GHPOA that either has a dollar value in excess of \$500.00 or has a term in excess of one year.
2. Contracts shall be awarded to the “lowest and best” bidder. The Board is not obligated to accept the lowest bid. In awarding contracts to the lowest and best bidder, the Board shall consider, among any other factors it deems relevant, the bid amount, the skill, experience, reputation and financial resources of the bidder as well as the ability of the bidder to conform to the specifications contained in the bid request.
3. Unless the Board approves a shorter period of time, notice of request for bids shall be prepared and distributed at least 90 days prior to the start date of the contract to be awarded.
4. Each notice of a request for bids shall contain (a) a specific description of the services required, (b) any minimum qualifications that bidder must possess, (c) the term of the contract to be awarded, including projected start and expiration dates of the contract, (d) the deadline by which bids must be submitted, (e) the name and address of the person authorized to accept receipt of the bids on behalf of GHPOA, (f) the contact person who is authorized to answer questions regarding bid procedures or services to be rendered under the contract, (g) the date by which the contract will be awarded and (h) a copy of GHPOA’s policy on competitive bidding.
5. All bids shall remain sealed until one day after the deadline for receipt of bids.
6. Bidders shall not directly or indirectly seek to solicit support of Board members to vote for their bid. All Board members shall disclose any such contacts prior to voting on the award of any contract.