



*Working together, restoring the river*

## **ALLIANCE OF ROUGE COMMUNITIES CONTRACT APPROVAL PROCEDURE**

The Technical Committee recognizes a need to develop contract approval procedures beyond what is listed in the ARC's Purchasing Policy for purchases above \$20,000. The purpose of this memorandum is to suggest a contract approval procedure to the Executive Committee for immediate use in hiring the recommended Land Cover Survey contractor. Further, it could form the basis for crafting a procedure for hiring future contractors or purchases above \$20,000.

Once a contractor has been selected for recommendation to the Executive Committee, the following procedure is recommended:

1. The Committee/subcommittee responsible for the contractor selection presents a written contractor recommendation to the Executive Committee. The recommendation should include the number of bids/proposals received, the names of the individuals or firms, the bid amounts and/or estimated cost of services, the approved budget, the rationale for selection, and any other pertinent detail considered during the selection process.
2. If the Executive Committee agrees with the recommendation, it would authorize the Executive Director to develop a contract between the ARC and the recommended contractor, within the limits of the approved budget for the task.
3. The draft contract language is reviewed, modified and approved by a contract review subcommittee comprised of the following: the ARC Chair (or his/her designated officer), the Executive Director (or his/her designee), a representative from the Wayne County DOE (for those contracts that are funded by the federal Rouge grant), the Committee Chair who issued the RFP upon which the contract is based (or his/her designee) and any other ARC member at the request of the Executive Committee, Committee Chair or contract review subcommittee.
4. Upon approval by the subcommittee, the final contract is sent to both the Executive Director and the ARC Chair (or his/her designated officer) for signature. Two copies of the approved contract are to be sent to the contractor for execution. The contractor is to return one copy of the executed contract to the ARC Executive Director. The Executive Director will send an executed copy to the Wayne County DOE for those contracts that are funded by the federal Rouge grant.

Adopted by the ARC Executive Committee on 4/22/2009