



Understanding our Member Vendor Policy

EO may allow the organization to purchase goods or services from member organizations. In order to maintain proper internal controls and strengthen decision-making, the following policies and procedures will apply:

EO may purchase from an EO member's company, provided it is competitive with other vendors in the industry.

EO members should not expect to be given preferential treatment. All bids will be subject to a blind review, whereby the identity of the bidder is hidden.

Staff members are under no obligation to solicit bids and/or purchase from member companies.

Written contracts or agreements must be utilized in the same way as they would be for a non-member company.

Orders placed and any amendments or adjustments to the order **must be made in writing.**

Only EO staff can formally contract vendors. Expression of interest from a member leader does not constitute an agreement to use goods/services from any vendor.

If an EO member is selected to be an EO vendor, they must assign someone on their staff to act as the primary contact for the transaction, just as they would for any other client (if applicable).

The existing guidelines for procurement must also be met:

- » For purchases exceeding US\$50,000 within a 12-month period, staff will obtain three quotes from competitive vendors.
- » At least two signatures from the staff executive team are necessary to authorize the selected vendor.
- » When a verbal quote is obtained in lieu of a written estimate, the EO member or staff must submit the quote in writing for review.
- » Once a vendor has been selected, this vendor may be used for three years. If a vendor's charges increase more than 5 percent during a 12-month period, three quotations from competitive vendors must again be sought.
- » Copies of selected quotations should be filed with the rejected competitive bids and retained in the accounting department for a period of no less than two calendar years.
- » In a case where it is not feasible or desirable to obtain competitive quotes for whatever circumstances, the member or staffer may forgo the purchasing policy with written authorization from the CEO.

Questions? Email governance@eonetwork.org or visit eonetwork.org/governance to see a full version of the Code of Conduct in EO's Policies and Procedures document.

