

**TOWN OF FORT NELSON
NORTHERN ROCKIES REGIONAL DISTRICT
POLICY & PROCEDURE MANUAL**

1010-03-01 - PROFESSIONAL SERVICES POLICY

Background

Over the past few years, discussion has occurred as to how auditing appointments & other professional services should be reviewed. In 1999, it had been suggested that appointments be made every few years, but no firm policy decision had been determined. It was established at that time, that a request for proposals for auditing services be done in the Fall of 2000 and that a draft professional services/auditing/consultation policy be established for further discussion in the fall of 2000.

Specialized professional service providers are utilized from time to time for Town/Regional District operating functions and it is recommended that we endeavour to obtain the best available service and value for our money while offering local businesses the opportunity to submit proposals for Town/Regional District business.

Policy/Objective

To implement a policy that formalizes and establishes criteria by which the Town/Regional District will determine the provision and manner in which the services of specialized professional service providers are selected in responding to operational requirements.

Implementation

Under the principle of ensuring the best and most cost effective services for the Town/Regional District, consultants and professional services proposals should be evaluated under the following parameters:

<i>Policy Section: 1010</i>	<i>Administrative</i>
<i>Subject: 1010-03-01</i>	<i>Professional Services Policy</i>
<i>Prepared by: Heather Brown</i>	<i>Approved by Mgmt Team: -</i>
<i>By Administrator: -</i>	<i>By Council/Board: November 14/00</i>
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- ~ **Understanding of the project requirements and the extent of services provided**
- ~ **Methodology of proposed project**
- ~ **Continuity and familiarization of Town/Regional District municipal structure**
- ~ **Project & risk management**
- ~ **Past performance of similar work**
- ~ **Consultant resource team**
- ~ **Experience relevant to the project**
- ~ **Accessibility and response time**
- ~ **Total Cost**

SUGGESTED SERVICES & TERMS

(All terms have the option to renew for an additional three years)

Banking	3 - 5 Year Term
Audit	3 - 5 Year Term
General Insurance	3 - 5 Year Term
Auto Insurance	3 - 5 Year Term
Employee Health & Welfare Plans	3 - 5 Year Term
Legal-Local Government Services	3 - 5 Year Term
Engineering Consultants	3 - 5 Year Term

Other consulting services may be added to this list from time to time, as required.

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