

## **BOUCHER INSTITUTE POLICY**

**Policy Title:** Consultants, Hiring  
**Date of Initial Board Approval:** May 2<sup>nd</sup>, 2011  
**Date of Last Approved Revision:**  
**Person(s) Responsible for Implementation & Adherence:** Board of Governors  
**Related Procedures:** n/a

From time to time the Boucher Institute may have the need to hire consultants. The engagement of consultants shall be done in a fair, orderly and controllable manner. It is the policy of the Boucher Institute that the hiring of consultants shall be made upon approval of the Board of Governors subject to the following guidelines.

1. The hiring of architects, consulting engineers, or other consultants for projects costing \$10,000 or more shall be made only after an appropriate review process. Such review processes shall be designed to enable the Board to select the most appropriate firm or individual for the particular project. Review processes shall provide for competitive bids or proposals whenever appropriate and shall include identification of the following factors, but not necessarily limited to:
  - qualifications and related experience with supporting evidence,
  - availability to carry out the project within a prescribed time,
  - availability of support staff and other resources,
  - fees, other costs, and
  - a history of working with the Boucher Institute.
2. Generally a short-list of three, but no fewer than two candidates are selected using the review process described. Short-listed candidates will be asked to submit a comprehensive proposal including fee structure, work schedule, deliverables and timelines, and any other details requested by the Board.
3. The appointment of consultants for other matters valued at less than \$10,000 shall be authorized in accordance with the Policy on Financial Controls and the procedure on Use of Purchase Orders.
4. Selection/approval shall be made by the Board of Governors taking in all considerations.
5. Upon completion of a significant project, the consultant shall submit a summary report to the Board.