



WSTIP Policy Manual

Document Name:	Contractors and Suppliers	Date Adopted:	
Category:	Operations	Revision Date:	02/17/09
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Contractors and Suppliers

Purpose

To establish a policy for the relationship between the Pool and its contractors and suppliers—those persons or entities with which the Pool contracts for its goods and services.

Authority

1. Interlocal Agreement, Section 3 (purchase insurance, “provide for risk management, loss control, and other services”, and “enter into contracts”); and
2. Bylaws, Section 17 (governance and control by Executive Committee).

Policy Statement

1. Contractors and suppliers shall be treated with dignity, respect, and professionalism.
2. No contractor or supplier shall be expected or asked to provide gifts, perks, or anything of value to anyone associated with the Pool as a condition of doing business with the Pool.
3. The Pool shall treat all contractors and suppliers fairly and equitably in the procurement process. All competitive procurements shall be open, well-defined, and transparent.
4. The Pool shall memorialize all procurements in a writing that specifies the terms, conditions, and obligations of the procurement.
5. The Pool shall pay contractors and suppliers in a timely manner consistent with the procurement agreement.
6. The Pool shall follow state law and/or its policy for the purchase of goods and services for procurements.
7. With respect to the procurement of insurance brokerage services, the Pool shall issue a competitive request for proposal to potential brokers at least every ten years. The Pool may do so more frequently at the discretion of the Executive Committee or executive director.

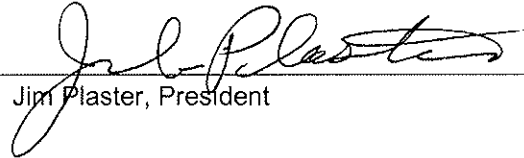
Amendment

The Executive Committee may amend this policy.

Policy History

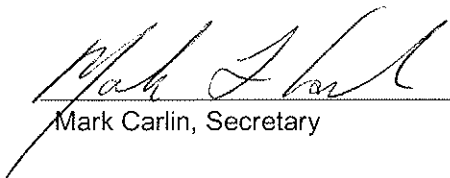
None.

Passed this 25th day of February, 2009
Executive Committee
Washington State Transit Insurance Pool



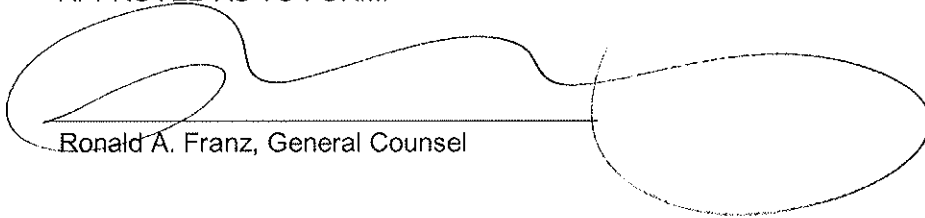
Jim Plaster, President

ATTEST:



Mark Carlin, Secretary

APPROVED AS TO FORM:



Ronald A. Franz, General Counsel