

**MINNESOTA SECTION 1203
AMERICAN SOCIETY FOR QUALITY
SECTION POLICY**

POLICY NUMBER: MSP-F-010	SUBJECT: Contract Review
ORIGINATION DATE: 3/28/00	ACCOUNTABILITY: Section Treasurer
APPROVAL DATE: 4/2/00	APPROVAL BY:
REVISION DATE: 5/2/02	PAGE NO: 1 OF 2

1.0 OBJECTIVE

- 1.1 The objective of this policy is to document the process for the Section to review contractual commitments with contractors utilized by the Section to maintain Section operations and who report directly to the Section Chair or responsible Executive Board member.

2.0 RELATED POLICIES AND PROCEDURES

- 2.1 MSP-F-009

3.0 SUPERSEDES

- 3.1 MSP-F-010 approved 4/2/00

4.0 SCOPE

- 4.1 The scope of this policy applies to contracts for services which report directly to the Section Executive Board members. The Section Executive Board reviews contractual commitments as described herein.

5.0 CONTRACT RENEWAL

- 5.1 Contracts for services to the Section Executive Board will be submitted to the Section Chair and Section Treasurer by the respective responsible Executive Board member at least thirty (30) days in advance of contract expiration. Respectively, the Section will notify the contractor of pending termination thirty (30) days preceding a planned change.

6.0 CONTRACT PERIOD

- 6.1 Contracts will be negotiated annually. In the event termination of a contract is in order, the contractor must provide thirty (30) days written notice to the Chair and Directors of the Section. Likewise, the Section must provide written notice of contract termination, with date of termination clearly stated in the notice.

7.0 CONTRACT RATE

- 7.1 Rates for contracting services shall be reasonable and approved by the Section Executive Board.

8.0 PERFORMANCE

- 8.1 The Section shall regularly assess the performance of the contractor to contract specifications.

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9. REVIEW PROCEDURE

- 9.1 The responsible Executive Board member will request input from the Section Executive Board members regarding the performance of the contractor, at the mid-term of the contract period.
- 9.2 Inputs from the Executive Board will be consolidated in writing by the responsible Executive Board member and incorporated in the review.
- 9.3 The Section Chair, Chair Elect, and Section Treasurer will review consolidated inputs from the responsible Executive Board member. The Section Chair, Chair Elect, Treasurer, and responsible Executive Board member will document the final outcome from the consolidated review.
- 9.4 A copy of the final outcome (renewal or nonrenewable) is to be forwarded to the contractor by the responsible Executive Board member, and a copy will be maintained by the Section Executive Board as part of the Section Executive Board meeting minutes.
- 9.5 Performance results will be utilized in the process for determining value in renewing contracts for services to the Section Executive Board.

10.0 CONTRACTUAL REQUIREMENTS

- 10.1 Consideration for contracting services to support Section operations will include the requirements of MSP-F-009, Paragraph 6.1.

11.0 APPROVAL

- 11.1 Approved by the Minnesota Section ASQ Executive Board:

Section Chair

Section Secretary

Date