

Selection Process

A determination is made that the services cannot be performed more economically or satisfactorily (skills and resources) through the current ECTS Staff and consultants.

An appropriate and competitive selection process is used to secure the most qualified firm or business entity or person available, subject to the constraints of timeliness and costs:

- At least two service providers should be compared or
- Open call for proposal (eg post a job in the ECTS website)

Fees should be evaluated on the basis of a fair market levels and reflecting the qualifications of the prospective service provider and the nature of the services.

The process of selecting, controlling, and paying the service provider must be transparent, i.e. the ECTS Board must be appropriately informed.

Conflict of Interests

Conflict of interest needs be adequately addressed and the ECTS Conflict of Interest Policy will also apply.

Conflict of interest is arisen when the proposed service provider is an ECTS Board of Directors or a Close family relative to an ECTS Board or ECTS staff. Members of the ECTS Board cannot contract services with ECTS (cannot receive payments).

Those Board or staff members having a family relationship with a prospective service provider must inform the Board about this relationship prior to the service provider placing his or her offer.

Those Board or staff members having a family relationship should not take part in the selection process.

Prospective service providers must not have any undue advantage or disadvantages because of their family relationships.

Payments to close family relatives are considered trustee benefits and should be reported in the annual report and accounts in accordance with SORP.

Related partners must not be involved in a supervisory/reporting relationship with one another.

Contracting Methods and Related Documentation

Before services commence, ECTS should ensure that all required documentation for contracting for a Service Provider has been completed PRIOR to the performance of any service(s):

- Price offer
- Scope of Work
- Agreement
- CV, credentials

ECTS should not sign any document presented by Service Provider without first providing these documents to ECTS Board or Executive Committee for review. Exclusions:

- Contracts signed on behalf of ICCBH
- Small ad hoc projects for less than 5,000 euros if no conflict of interest is arisen

ECTS Executive Director and ECTS Secretary are the authorized signatures.