

Ocee Park Athletic Association, Inc. (OPAA) Vendor & Supplier Policy



Background

Ocee Park Athletic Association, Inc. (OPAA) is a private non-profit organization that operates a youth baseball and softball program at Ocee Park in Johns Creek, GA. As part of its ongoing operation, OPAA requires a variety of vendor services and goods such as uniforms, baseball and softball equipment, trophies and awards, and photography. OPAA selects its vendors based on the following criteria:

- Price competitiveness
- Quality of services and/or goods
- Responsiveness to the needs of the organization
- Ease of administrative burden to the organization

Once a vendor is selected to provide services or goods to OPAA, that vendor receives priority on an annual basis to continue to provide the same services or goods to the organization. Each vendor is informally evaluated prior to the Fall and Spring seasons according to the following criteria to determine if OPAA will continue to use the vendor:

- Overall quality of services or goods provided
- Continued price competitiveness of the offering
- Satisfaction of the OPAA membership based on survey responses
- Satisfaction of the OPAA Board of Directors
- Overall value of services & goods provided to OPAA membership

In the event a vendor does not meet these standards as determined by the Board, the Board will consider proposals for alternate vendors and/or actively pursue proposals from other vendors as part of a process to select a vendor that can meet these standards on an ongoing basis. OPAA values long-term vendor relationships since it feels this is in the best interests of the membership. These vendors understand our operation, our needs and time lines, and are better positioned to help OPAA provide the type of quality program our participants have come to expect.

OPAA does not use an open bid or lowest bid process. Vendors are selected based on the subjective criteria defined above. OPAA accepts proposals from vendors at any time either in electronic or paper format and these proposals are filed for immediate or later consideration. OPAA encourages proposals from any interested vendor.

OPAA also has a corporate Conflict of Interest Policy which can be found on our web site. As part of the IRS determination process for a non-profit organization, an entity is required to define and adopt a conflict of interest policy. The policy adopted for use by OPAA is based on the standard IRS non-profit organization conflict of interest policy and this policy was reviewed and approved as part of our formal Form 1023 filing with the IRS for non-profit determination. The conflict of interest policy does not prevent OPAA from contracting with Board Members or their family members but it defines the strict criteria by which such relationships must be disclosed and vetted by the Board of Directors. The OPAA policy dealing with conflict of interest is consistent with that of most government entities such as municipalities, universities, and other government entities.

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- OPAA's Board of Directors, prior to the start of each Fall and Spring season, informally reviews its current vendors & suppliers and determines if any changes are needed for the upcoming season. OPAA provides preference to continuing existing vendor & supplier relationships in cases where those vendors & suppliers have met or exceeded the expectations of the OPAA membership and the Board of Directors.
- When the Board of Directors determines that a vendor has not met the criteria necessary to continue its relationship with OPAA, a search will be made for a replacement vendor or supplier. The Board is authorized to form a *Vendor & Supplier Committee* consisting of at least 3 current Board members. The President of the Board is considered a de-facto member of the committee. The committee is charged with responsibility of considering vendor & supplier proposals submitted to date and if desired or necessary, the committee may actively search for and seek out vendor proposals from the community using whatever means necessary.
- OPAA will select vendors & suppliers based on a variety of criteria including price, ability to work with the vendor, vendor's quality of product & service, satisfaction of OPAA members with the services and/or products, and related criteria. OPAA will select vendors that can provide high quality services and goods at a competitive price placing a premium on vendors that can provide such services & products with minimal assistance from the volunteers that run the OPAA program.
- OPAA does not use an open bid process and is under no obligation to do so.
- OPAA is under no obligation to do business with a specific vendor or supplier solely based on the lowest price. Competitive pricing is but one of the many factors considered in the selection of a vendor or supplier but it is not the sole criteria.
- Proposals are subjectively evaluated by the Vendor & Supplier Committee and a recommendation is then made to the Board. A vote of the Board of Directors is required to approve the selection of a new vendor or supplier. Vendor and supplier proposals may be submitted to OPAA at any time. OPAA will also seek out vendor and supplier proposals as necessary when considering a change of vendor or supplier. Any proposal submitted to OPAA becomes property of OPAA. Vendor & supplier proposals will not be shared with other vendors & suppliers under any circumstance.
- Any vendor wishing to provide services or goods to OPAA may submit a detailed proposal in electronic format (either PDF or Word document form) for consideration by the OPAA Board of Directors by emailing vendor_proposal@oceepark.com. The OPAA Board of Directors is under no obligation for any such submission other than to acknowledge receipt of the proposal. The Board of Directors may request the vendor make a detailed presentation at a future Board meeting or the proposal may simply be kept for future reference. Potential vendors or suppliers may also submit paper copies of their proposal by mailing them to the following address:

OPAA
10945 State Bridge Road
Suite 401, PMB 145
Alpharetta, GA 30022
- OPAA has a well-defined conflict of interest policy and that policy is published on our web site. From time to time, as the Board of Directors may determine is in the best interests of the OPAA membership, OPAA may purchase services and/or goods from a current OPAA Board Member or their family members. Such selection will follow the conflict of interest policy as published. Purchasing services and/or goods from a Board Member or their family is not precluded by the conflict of interest policy. The purpose of the conflict of interest policy is to ensure that decisions made by the Board of Directors are in the best interests

of the membership of OPAA, to ensure that such transactions are transparent and fully disclosed, and to ensure that neither the Board of Directors as a whole or the affected Board Member may be influenced in future decisions as a result of the vendor or supplier relationship.

- When a Board Member or their family member provides services or goods to OPAA and receives in exchange remuneration in any amount, a detailed financial summary is required by the Board of Directors at the conclusion of each Fall and Spring season in which the Board Member or their family provides services or goods to OPAA. This report is produced by the OPAA Treasurer and is available to **OPAA members** or to **City of Johns Creek officials** upon request. Under no circumstances will copies of such reports be made available to other 3rd parties. The financial report will detail:

- Description of services provided and/or goods provided to OPAA
- Name(s) of Board Member or their family members providing services and/or goods
- Total value of the service and/or goods provided
- Expenses incurred by the vendor in providing the services and/or goods
- Profit margin for the vendor as it relates to the provided services and/or goods
- Copy of invoices submitted by the vendor
- Copy of each check or bank statement confirmation for each payment made to vendor

Approval and Adoption of this Vendor & Supplier Policy

This Vendor & Supplier Policy was approved and adopted by the Ocee Park Athletic Association, Inc. Board of Directors on the following date:

Date of Approval and Adoption: December ____, 2008

Certification of Approval and Adoption of this Vendor & Supplier Policy

The undersigned Secretary of Ocee Park Athletic Association, Inc. hereby certifies that this Vendor & Supplier Policy is a true and correct copy of the Vendor & Supplier Policy approved and adopted by the Board of Directors of Ocee Park Athletic Association, Inc. on December ____, 2008.

Secretary of Ocee Park Athletic Association, Inc.