

**BIRCH BAY VILLAGE COMMUNITY CLUB, INC.**

POLICY RESOLUTION NO #27-01-15-15

PURPOSE: To Establish a Policy for expenses related to projects that are equal to or exceed \$2500 of BBVCC budgeted/non-budgeted and reserve funds.

WHEREAS, the Board of Directors has determined that there is a need for better information and documentation related to projects and expenses.

NOW, THEREFORE, BE IT RESOLVED:

That a Statement of Work (SoW) and Request for Quote (RFQ) must be a part of any project (equal to or exceeding \$2500) submitted for consideration/approval to the Board of Directors by an employee of BBVCC.

Requirements of the Resolution:

When BBVCC employees contact vendors and request quotes, the RFQ must contain a detailed SoW. The SoW should give the vendor all of the information required to provide an accurate estimate of the work involved and an exact price for the goods or services. The quotation provided to the Board must contain a detailed response to the SoW so that the Board and employees can clearly understand that each vendor is offering a bid for the same or equivalent product or service.

The Committees of BBVCC should be involved in the preparing of the SoW for projects relating to that Committee. When Committees advise the Board of needed projects an SoW must be submitted to the Board for consideration.

The SoW is a tool to prepare an estimate of the cost of the project.

The SoW describes (at a minimum) the following:

1. The scope of work to be performed.
2. What labor will be required to be furnished by BBVCC.
3. What equipment will be purchased or supplied by BBVCC or a vendor.
4. An estimate of the time required for the completion of the project.

DATE OF ADOPTION

\_\_\_\_\_, 2015

ATTEST:

\_\_\_\_\_  
SECRETARY