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BID AUTHORIZATION NON COMPLIANCE POLICY

A. First Violation:

1. The Executive Director will issue a notification letter to the project sponsor and project professionals (engineer, administrator, and accountant) documenting the violation of the IJDC bidding policies. Copies of this letter will also be issued to all other funding agencies (if any) participating in the project, and the full Council. The letter may instruct the project team to immediately terminate the bidding process, regardless of the status of the bid opening.
2. If the bidding process has been terminated by the Executive Director, the project team in order to obtain IJDC authorization to re-advertise, will be required to request a re-bid utilizing the IJDC on-line system. The Executive Director may authorize rebidding only after verifying compliance with applicable IJDC bid authorization requirements.
3. All costs associated with the re-bid process shall be deemed to be Ineligible Costs and cannot be funded with IJDC funds. Such costs include, but are not limited to; cost of advertisement, cost of professional services directly attributable to the original bidding process and all other costs which may be determined by the Executive Director to be a result of a violation of the IJDC policy.
4. Project sponsors must document in writing the source of funding for all re-bid costs, prior to requesting an authorization to re-bid a project.
5. The project sponsor, administrator and engineer associated with any project in violation of IJDC bidding policies, whether or not found to be responsible for the violation, will be required on a going forward basis for all other IJDC-funded projects, to seek approval from the Executive Director in writing whenever an authorization to advertise or re-advertise is requested. This is to be done in addition to filing a request via the Council on-line system.

This written request will also seek to arrange a meeting with the Executive Director for the purpose of obtaining and reviewing the IJDC requirements necessary to obtain authorization to advertise. The project personnel will be required to sign a certification indicating they have received and understand applicable IJDC bidding policies.

6. The requirements under section A. 5 will continue for subsequent projects until such time as the Executive Director deems the subject project personnel understand the IJDC bidding policy and consequences of future violations.

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B. Second Violation:

1. Any administrator or professional engineer having prior violations under this policy, whether deemed responsible or not, shall have their access to the IJDC on-line system terminated and will be ineligible to make any further project submissions for a period of six (6) months.
2. The Executive Director will issue the notice of suspension to such administrators and professional engineers, via Certified Mail, return receipt requested. The suspension period shall begin on the date the notice is issued.
3. Following the six month suspension period, a request for reinstatement may be filed with the Executive Director for review and further action. To be considered for reinstatement, all suspended parties shall be required to be recertified in the use of the on-line system, and also demonstrate a thorough knowledge of all applicable IJDC policies.
4. The Executive Director may also apply one or more of the actions listed under section A, as appropriate, in response to a second instance of a violation of the IJDC bidding policies.

C. Further Violations

1. The Executive Director, with concurrence of the Council, may impose further or additional sanctions upon project professionals in response to additional violations of the policy.