

## **ENGLISH CHESS FEDERATION**

### **REGULATION NO.1 THE BIDS**

#### **REGULATIONS**

Made by the Board of English Chess Federation (ECF) on 12<sup>th</sup> September, 2017 pursuant to Article 86 of the Articles of Association of English Chess Federation (“The Federation”)

1. These Regulations apply to the provision of chess-related services by third parties to the Federation. Examples would be:
  - (a) where the Federation makes facilities available for a fee such as the operation of a bookstall at a Federation event; or
  - (b) Where the Federation invites offers to carry out a service such as the development of computer software.
  - (c) Provision of training or coaching services
2. Action to attract bids is to be initiated by the Director with responsibility for the event or service concerned (“the responsible Director”). Invitations to Bid with the goods/service required will be publicised on the ECF website at least one month before the Bid closure date. Action is also to be taken by the responsible Director to ensure that the Bids invitation is as widely publicised as is practical. Any costs incurred by those bidding are their own responsibility.
3. Bids are to be sent by post or e-mailed to the ECF Office. Following the Bids closure date the Bids will be recorded by the ECF Office and copies forwarded to the Adjudications Panel.
4. The Adjudications Panel will comprise three members, the responsible Director, a member of the Finance Committee and another member of the Board. The Director of Finance will choose the two members other than the responsible Director. If necessary, a technical expert may be co-opted.
5. The responsible Director will prepare the assessment and scoring criteria prior to the meeting of the Adjudications Panel.

The Adjudications Panel is under no obligation to accept a particular Bid or indeed any of them. Should all Bids be declined it is the decision of the responsible Director whether to restart the bidding process.
6. Once a decision is taken, the responsible Director has the duty to advise all those bidding of the decision reached. No reasons shall be given.
7. In accordance with normal commercial practice, bidding details remain confidential to the Federation. Copies of the Bid invitation, the successful bid itself and any other relevant documentation shall be retained by the ECF Office.
8. In exceptional circumstances, such as an urgent need to obtain the service, the bidding process in these Regulations may be waived. In these cases the responsible Director will seek the prior approval of the Director of Finance, who may approve any Bid accepted or set aside these Bid Regulations.

9. If there is any doubt whether the Bids Regulations apply, the responsible Director will consult the Director of Finance, whose decision whether or not to apply the Regulations shall be final.
10. The Director of Finance is responsible for the operation of this regulation and for recommending updates to the Board.

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