

18.03 New Business Analysis

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to work cohesively in the process of obtaining new business.

Procedure:

New business will be analyzed as follows:

- The Costing & Training Coordinator will do an initial assessment of new business opportunities. Initial proposals will be offered if a project meets the following minimum requirements:
 1. Project location is within Licking or Knox county and accessible to workers
 2. The scope of work is within Licking/Knox Goodwill's capability
 3. No apparent extenuating circumstances that might pose future bid conflicts
 4. Sufficient staff can be found to meet the project requirements
- Once the Costing & Training Coordinator with mutual agreement of staff decides to proceed, all technical data will be obtained from the customer and a site visit will be arranged. Whenever possible, the site visit will include the Costing & Training Coordinator and appropriate area manager.
- The Costing & Training Coordinator and area manager will continue to be involved in all applicable stages of the project and will update the Director of Contracts as to their progress.