

## **20.02 Facility-Based Contracts**

### Policy

It is the policy of Licking/Knox Goodwill Industries, Inc. to evaluate outside business opportunities and submit cost proposals to potential businesses for contractual projects to be performed by the facility-based staff.

### Procedure:

The Costing & Training Coordinator is responsible for seeking business for the various departments within Goodwill.

Once the scope of work or specifications is determined, a proposal shall be prepared by the Costing & Training Coordinator and submitted to the Director of Contracts, Director of Finance, and CEO/President for approval.

After approval by the above members of senior staff, the proposal is submitted to the potential customer and to other related agencies, such as NISH or CRP, as required.

Upon written approval by the customer and any other related agencies, tasks such as the purchase of equipment and supplies and staffing shall immediately commence as to satisfy the contractual start date.