

# SPMS Contractor Bids

## Voting and Question Procedures

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- The Contractor bids are published for review. The Contractor sub-committee has vetted all of the bids for qualifications and recommendations. However, one of the bids for Membership Coordinator exceeds the recommended amount of \$250 per month; therefore, the sub-committee is posting this bid, but does not recommend it.
- SPMSC eligible voting members are strongly encouraged to read and review the Contractor's bids prior to the meeting. Contractors **will not introduce him/herself** but will focus on the questions asked.
- SPMSC eligible voting members wishing to ask questions of the contractor bidders must email the questions to [secretary@spmasterswim.org](mailto:secretary@spmasterswim.org) prior to 5:00 p.m. on Tuesday, September 15, 2020. The Contractor sub-committee will review all of the questions and determine which questions shall be asked and ask the same question to both of the bidders in each position.
- Only the Contractor sub-committee chair will ask questions, on behalf of the SPMSC. Contractor bidders have up to **two minutes** to answer any question presented to him/her by the Contractor sub-committee. One of the sub-committee members is designated as the official time-keeper.
- The SPMS Contractor voting will take place via Survey Money beginning September 18 at 5:00 p.m. and ending September 20 at 5:00 p.m.
- Eligible voting members are SPMS members who have attended 50%+1 SPMS meetings during 2020 (a minimum of 5) or those who are on the SPMS phone call on September 17, 2020 and identify him/herself as voting as a coach appointed club member.
- For voting eligibility, the coach appointed club voting member must send his/her name and email address to the SPMS Secretary at [secretary@spmasterswim.org](mailto:secretary@spmasterswim.org) prior to the start of the meeting on September 17, 2020.
- Any SPMSC member with a conflict of interest shall disclose this and recuse him or herself from voting.