

CONSULTANT HIRING PROCESS

APPROVED BY COUNCIL:

May 14, 2008

INITIATING BODY:

Council

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May, 2008

DISTRIBUTED TO:

Council and Appointed non-Council members
College of Opticians of Ontario staff members
General public via posting on COO website

TO BE REVIEWED BY:

February, 2010

FOR MORE INFORMATION CONTACT:

College of Opticians of Ontario

WHAT IS THE PURPOSE OF THE POLICY?

The purpose of the following document is to outline the hiring procedure of consultants by the College of Opticians of Ontario.

WHO IS AFFECTED?

COO staff, Council and Appointed non-Council members, COO members and the general public.

Background

Before beginning to draft a policy in regards to hiring external consultants, COO staff first surveyed numerous other regulatory agencies (namely through the membership of Council on Licensure, Enforcement and Regulation, which includes the majority of health regulatory Colleges in Ontario). The responses that the COO received were then considered during drafting of the following consultant hiring policy for the COO.

At the February 2008 meeting of the COO Executive Committee the respective consultant hiring policy was reviewed, where at that time it was also decided by the Committee that the draft policy should be brought to the May 2008 Council meeting for first reading.

Consultant Hiring Policy

The hiring of consultants on a contract basis by the College of Opticians of Ontario is operational, and is conducted as per a procedure that has been approved by Council. The respective procedure for hiring consultants need only be adhered to if the services required will be equal to, or exceed, a total budget of \$10,000.

Procedure

For any service that is equal to, or exceeds \$10,000 COO staff is responsible for creating a formal business plan, including all budgetary information, addressing why the service is required; the ultimate purpose of the service; and the various providers that may be available to perform the service.

Following creation of a business plan, a request for proposal (RFP) is written. The RFP is communicated to all possible service providers identified by the business plan, where the response from each party is carefully reviewed by COO staff. A total of three (3) providers are then selected for interview, after which COO staff chooses the most appropriate candidate available to perform the service. All contracts are to include a 30 day review period to ensure deliverables are as set out in the contract and satisfactory to the College.