

## CORPORATE POLICY, STANDARDS and PROCEDURE

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<b><u>POLICY TITLE</u></b> <b>SOLICITATION</b>		<b><u>NUMBER</u></b> TBA
<b><u>AUTHORIZATION</u></b> Chief Financial Officer	<b><u>DATE APPROVED</u></b> July 2010	<b><u>CURRENT VERSION</u></b> <b><u>DATE</u></b> July 2016

### **DATE(S) REVISED / REVIEWED SUMMARY**

<b>Version</b>	<b>Date</b>	<b>Comments / Changes</b>
1.0	July 2010	Initial policy was released
2.0	October 2012	Revision were made
3.0	July 2016	Changed Health Shared Services BC (HSSBC) to their new name of BC Clinical and Support Services (BCCSS) Society

### **1.0 INTRODUCTION**

The purpose of this policy is to affirm Fraser Health's authority over solicitation on Fraser Health property.

### **2.0 SCOPE**

This policy applies where no formal/contractual relationships exist.

The contracting of goods and services is governed by the relevant policies of BC Clinical and Support Services (BCCSS) Society. Formal advertising relationships are governed by Fraser Health's "*Sponsorship and Partnerships Policy*".

### **3.0 DEFINITIONS**

**"Solicitation"** is the act of requesting money or funds for any reason, seeking agreement to pay, taking subscriptions, selling merchandise or services or offering materials or privileges to others via promotion or advertisement.

**"Fraser Health property"** means all property to which Fraser Health has right of possession, by way of ownership, lease or otherwise. Commercial activity on property owned by Fraser Health but leased to a third party is governed by the terms and conditions of the lease.

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### 4.0 **POLICY**

- 4.1 On-site solicitation will be monitored by the Site Director.
- 4.2 Solicitation may be acceptable if it meets the following tests:
  - 4.2.1 Approved by the Site Director and consistent with BCCSS's "*Fair and Competitive Procurement*" policy and:
    - 4.2.1.1 Aligned to the mission and values of Fraser Health;
    - 4.2.1.2 Aligned to the mission of the department;
    - 4.2.1.3 Has minimal impact on Fraser Health operations, employees and reputation (costs, time, risks, etc.);
    - 4.2.1.4 Does not interfere in any way whatsoever with patient, resident or client care;
    - 4.2.1.5 Does not use work hours of staff;
    - 4.2.1.6 Does not require broad based promotion of such events such as e-mail, posters, flyers, etc.

### 5.0 **REFERENCES**

- BCCSS Policy - "Fair and Competitive Procurement"
- Fraser Health Policy - "Sponsorship and Partnership"