Service Providers Policy

Drafted by OSCT on 7 October 2016

In this Policy, the following terms have the following meanings:

"**OSCT**" means Open Streets Cape Town, being a non-profit organisation and carrying on business in accordance with the laws of South Africa.

"**Open Streets Day"** means the closure of a street to traffic with the purpose of bringing communities together to enjoy the space in healthy, creative and constructive ways. It is an opportunity to use streets as public space.

"**Service Providers**" means registered businesses who can provide the necessary requirements for the successful roll out of an Open Streets Day.

OSCT is committed to local economic development in the areas where Open Streets Days are held. This policy serves as the first step in ensuring that we are headed in that direction, however, we recognise that in the short term there are limitations to potential benefits. We will continue to build on this first step as the Open Streets Days programme develops.

Factors that OSCT takes into consideration for selecting service providers for an Open Streets Day:

- Preference for local service providers (in the area where the Open Streets Day takes place)
- Proof of registration in compliance with South African law
- Necessary certifications in the relevant sector
- Previous experience in the relevant sector
- Previous experience with Open Streets Days
- A formal quote that fits within the existing budget
- Transparency on how the service will be provided (including hiring process for staff)

The selection process:

1. Notices advertising a 'call for service providers' posted publicly by OSCT
2. Previous service providers notified of the opportunity to quote
3. Formal quotes presented to OSCT by interested service providers (either via email or by hand)
4. Presentation of service provider options by OSCT to the Local Organising Committee (LOC)
5. Feedback given by the LOC for OSCT'S consideration in choosing service providers
6. Formalisation of contracts between OSCT and chosen service providers