



PEDIATRIC NURSING
CERTIFICATION BOARD

Vendor/Consultant Contract Management

The purpose of the Vendor/Consultant Contract Management Policy is to ensure that PNCB has written agreements in place for all vendors, service providers, and/or consultants servicing PNCB prior to work commencing. Agreements must at a minimum contain the following:

- description of the scope of work to be performed or products being delivered
- service period (time-period or project based)
- fees and costs and when they will be paid
- terms (time-period or project based, auto-renew, or expire at completion)
- cancellation terms and fees
- confidentiality
- non-discrimination clause (see non-discrimination policy)

See related procedure document for implementation details.

Date Approved: 03/18/2021

Last Revision Date: 02/28/2021