

Procurement Policy

1. Award of General Goods Contracts

Staff will award purchases for equipment, supplies and leases that will provide the greatest value based on quality, specifications, environmental and social sustainability, service, warranties, price and timely delivery.

2. Single Source Purchases

Staff may negotiate a purchase without inviting competitive offers from suppliers or service providers if this is in the best interest of the Association. Following are some examples when a non-competitive purchase would be considered appropriate:

- The service or good is unique or of a proprietary nature and available from only one source.
- The compatibility of a purchase with existing equipment, facilities or services is a paramount consideration.
- An item is purchased for testing or trial use.

3. Selection Method

3.1 General professional service-based contracts:

In the case of professional service-based contracts, selection of consultant will be based on the principle of Quality Based Selection Method (QBS).

3.2 Engineering or geoscience services in the development of practice guidelines, guideline documents & other work under government contracts/funding:

In the case of professional service-based contracts where engineering or geoscience services are required in the development of practice guidelines, such as guidelines documents or other government work, the following process will be followed:

- a. The Association sources engineering and geoscience subject-matter experts in the required field(s) of practice, based on qualifications based recommendations made to the Association.
- b. The Association reviews the scope and timeframe of work.
- c. The Association confirms the availability of the engineer/geoscience subject-matter expert to complete work and services.
- d. The Association reviews the funds available to complete the work and services, and if in agreement with the expert on scope, timeframe and funds, then proceed with the work and services.
- e. If no agreement is reached, another engineer/geoscience subject-matter expert is sourced starting from step a.

4. Exceptions to Policy

This policy does not apply to the purchase of the following goods or services:

- contracts with other authorities where the purchasing policy is dictated by the funding authority;
- contracts or agreements relating to employee compensation, reimbursements, training and other professional development activities or education;
- postage, insurance premiums, utilities (including hydro, natural gas, excluding telephone services, cable television charges and internet charges), land acquisition;
- emergency purchases; when time constraint will not allow tendering, such as when supplies, services and equipment are urgently required to reduce a threat to public safety. Emergency purchases require the approval of a Director or Divisional Leader.

5. Conflict of Interest

Staff members of the Association are expected to conduct themselves with integrity, ethics, honesty and diligence in performing their duties for the organization. Staff members are required to support and advance the interests of the Association and avoid placing themselves in situations where their personal interests actually or potentially conflict with the interests of the Association. In the case where the supplier that is chosen is the best choice available but is in a conflict of interest situation, the authorization from the Divisional Leader is required prior to ratifying the contract.

6. Approval Thresholds

Purchase approval limits for individual staff will be set and assigned by the Chief Executive Officer.

Other Limitations:

1. Acquisition Authority

Individuals given Acquisition Authority under this policy are responsible to ensure that:

- a proper and adequate budget exists within their area of authority prior to committing to any purchase;
- adequate time is allocated to follow the policy to procure goods and services; and
- there is no violation of Corporate Policy or other legal and/or statutory requirements.

2. Budget Approval

All purchases for goods and purchases considered by this policy must be ordinary purchases with funds provided for in the annual operating or capital budget. Any extraordinary purchases (not provided for in the annual operating or capital budget) up to \$50,000 require approval by the Chief Executive Officer and extraordinary purchases over \$50,000 up to \$100,000 require the approval of the Executive Committee. Any extraordinary purchases over \$100,000 require Council approval.

3. Council Directed Decisions

If Council decisions are in conflict with such policy, Council has the overall authority to waive this policy.

Council Approval: June 14, 2013 (CO-13-96)