

FINANCE POLICIES AND PROCEDURES

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PROCUREMENT POLICY			FIP - 030
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1. POLICY STATEMENT

- 1.1 It is the policy of Community Living Elgin that publicly funded goods and services, including construction services and information technology are acquired by Community Living Elgin through a process that is open, fair and transparent.

2. PRINCIPLES

- 2.1 This policy is based on five key principles that will allow us to achieve value for money while following a procurement process that is fair and transparent to all stake holders.
- Accountability
 - Transparency
 - Value for Money
 - Quality Service Delivery
 - Process Standardization

3. PROCEDURES

3.1 Segregation of Duties

Responsibility for Requisition, Budgeting, Commitment, Receipt and Payment will lie with different individuals within Community Living Elgin.

3.2 Approval Authority

3.2.1 For all capital projects funded by other funders, whether funded from capital fundraised or operating dollars:

Approval – Board of Directors

Reporting – To the Board of Directors on the amount of capital funds and the use of these funds, including specific renovations, changes, upgrades to be made to Community Living Elgin’s property and associated costs as follows:

- When funds have been requested
- When funds have been received and work is being planned
- Upon completion of work

3.2.2 For all capital projects funded from Community Living Elgin capital funds:

Approval – Board of Directors

Reporting – To the Board of Directors on the specific renovations, changes, upgraded to be made to Community Living Elgin properties with associated costs as follows:

- When funds are being requested by the Board of Directors
- Upon completion of the work

3.2.3 For “annual priorities” funded from Community Living Elgin’s capital/fundraised dollars:

Approval – the Board of Directors as part of the annual budget process

Reporting – to the Board of Directors on a quarterly basis

3.3 Competitive Procurement Thresholds

For the securing of comparative pricing on all capital projects and maintenance work, however funded, which requires the hiring of a trade or several trades. Community Living Elgin will conduct an open competitive procurement process where the estimated value of goods or services is \$100,000.00 or more.

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- 3.4 **Information Gathering**
Community Living Elgin may use a Request for Information (RFI) or Request for Expression of Interest (PFEI) if the results of informal supplier or product research are insufficient.
- 3.5 **Suppliers Pre-Qualifications**
Community Living Elgin, when deemed appropriate will utilize a Request for Supplier Qualification (RFSQ) in order to gather information about supplier capabilities and qualifications. Community Living Elgin will ensure the terms and conditions of the RFSQ contain language that disclaims any obligation of the Organization to call on any supplier to provide goods or services as a result of pre-qualifications.
- 3.6 **Posting Competitive Procurement Documents**
Community Living Elgin will ensure that any calls for open competitive procurements will be made through an electronic tendering system.
- 3.7 **Timelines for Posting Competitive Procurements**
Community Living Elgin will provide suppliers a minimum response time of 15 calendar days for procurement of goods and service valued at \$100,000.00 or more. Community Living Elgin will consider a minimum response time of 30 calendar days for procurement of high complexity, risk and/or dollar value.
- 3.8 **Bid Receipt**
Community Living Elgin will ensure that bid submission date and closing time will be clearly stated in competitive procurement documents. Community Living Elgin will ensure the closing date of a competitive procurement process will be a normal working day (Monday to Friday) excluding Provincial/National Holidays. Community Living Elgin will ensure that all submissions delivered after the closing time will be returned unopened.
- 3.9 **Evaluation Criteria**
Community Living Elgin will ensure an evaluation criteria is developed, reviewed and approved by an appropriate authority prior to commencement of the competitive procurement process.
- 3.10 **Evaluation Process Disclosure**
Community Living Elgin will ensure competitive procurement documents fully disclose the evaluation methodology and process to be used in assessing submissions, including the method of resolving a tie score. In addition, Community Living Elgin will ensure competitive procurement documents stating that submissions that do not meet the mandatory criteria will be disqualified.
- 3.11 **Evaluation Team**
Community Living Elgin will ensure an evaluation team will be established for all competitive procedure process valued at \$100,000.00. Community Living Elgin will ensure that each evaluation team member is aware of the restrictions related to utilization and distribution of confidential and commercially sensitive information collected through the competitive procurement process. Community Living Elgin will ensure each team member sign a conflict of interest declaration and non-disclosure of confidential information agreement.
- 3.12 **Evaluation Matrix**
Community Living Elgin will ensure that each evaluation team member completes an evaluation matrix, rating each of the submissions. Records of these evaluation scores will be retained for audit purposes. Community Living Elgin will ensure that everything evaluators say or write about submissions is fair, factual and fully defensible.

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- 3.13 **Winning Bid**
Community Living Elgin will ensure that the submission that receives the highest evaluation score and meets all mandatory requirements set out in the competitive procurement documents will be declared the winning bid.
- 3.14 **Non-Discrimination**
Community Living Elgin will ensure non-discrimination or exercise preferential treatment in awarding a contract to a supplier as a result of a competitive procurement process.
- 3.15 **Executing the Contract**
Community Living Elgin will ensure the agreement between the organization and the successful supplier is formally defined in a signed written contract before the provision of supplying of goods or services commences.
- 3.16 **Establishing the Contract**
Community Living Elgin will ensure the contract is finalized using the form of agreement that was released with the procurement.
- 3.17 **Termination Clause**
Community Living Elgin will ensure appropriate cancellation or termination clauses are contained in every contract.
- 3.18 **Terms of Agreement Modifications**
Community Living Elgin will ensure the terms of agreement and any options to extend the agreement are set out in the competitive procurement documents. Community Living Elgin will seek and obtain legal counsel before executing any modifications to the terms of an agreement.
- 3.19 **Contract Award Notifications**
Community Living Elgin will ensure that contract award notifications valued at \$100,000.00 or more are posted in the same manner as the procurement documents were posted. Notification announcements must be posted only after the agreement between the successful supplier and Community Living Elgin is executed. Community Living Elgin will ensure contract award notifications list the name of the successful supplier, agreement start and end dates and any extension options.
- 3.20 **Suppliers Debriefing**
Community Living Elgin will ensure that for procurement contracts valued at \$100,000.00 or more, that all unsuccessful suppliers will be informed about their entitlement to a debriefing. Community Living Elgin will allow unsuccessful suppliers 60 calendar days following the date of the contract notification to request a debriefing.
- 3.21 **Non Competitive Procurement**
Not applicable to our situation – pertains to trade agreements.
- 3.22 **Contract Management**
Community Living Elgin will ensure all procurements and the resulting contracts will be managed responsibility and effectively.
- 3.23 **Procurement Record Retention**
Community Living Elgin will ensure for reporting and auditing purposes, all procurement documentation, as well as any other pertinent information is retained in a recoverable form for a period of seven years.
- 3.24 **Conflicts of Interests**

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Community Living Elgin will ensure all individuals involved with the Supply Chain Activities declare actual or potential conflicts of interests. Where a conflict of interest arises, it will be evaluated and an appropriate mitigating action will be taken.

3.25 **Bid Dispute Resolution**

Community Living Elgin will ensure all competitive procurement documents outline a bid dispute resolution procedure to ensure that any dispute is handled in an ethical, fair, reasonable and timely fashion.