Purpose:

To ensure that all procurement of goods/services is handled with consideration of total acquisition costs, adheres to the principles of non-discrimination, fair acquisition processes and transparency of policy and procedure.

Policy:

Where possible competitive quotes should be obtained for all purchases over the value of $500.00.

Procedure:

- Any item, between $500.00 and $2500.00 may be purchased based on the requisitioner's knowledge of last purchased price, telephone or verbal quotation.

- For those items exceeding $2500.00 written competitive quotations from no fewer than three (3) suppliers are required.

- All purchases where Board or Staff members, may be perceived to be in a conflict of interest, require a minimum of three written quotations.

- All capital projects must have Board approval. A minimum of three quotations are required and the President & CEO in conjunction with the President and the, Executive Committee of the Board will render a decision on the successful bidder.

- The President & CEO will review all bids, and a final decision made in consultation with the appropriate staff or committee chairperson.

PLEASE NOTE: A volunteer may solicit bids but under no circumstance can sign or obligate the organization.

- The successful bidder will be determined based on the following (in no particular order):

    - Quality of service and product
    - Reputation of company and relevant experience
    - Price
    - Needs of the organization

- Contractual obligations

- The organization resumes the right to reject any or all bids.
- No bid will be accepted after established deadlines.
- Upon approval of the Board of Directors, in certain situations, quotes may not be required.

See request for proposal template Appendix J