

| West Neighbourhood House | |
|---------------------------------|---|
| Policy Title: | Procurement Policy |
| Approved by: | West Neighbourhood House Board of Directors |
| Approval date: | October 2011 |
| Revision date: | July 2013 / October 2017 / September 2020 / February 2021 / February 2025 |

Policy

This policy aims to align West Neighbourhood House purchasing practices with its Strategic Plan. West Neighbourhood House will encourage and support decent work and promote inclusive local economies while minimizing environmental impact.

Sourcing and procurement of products and services shall be completed in a way that is cost-effective, transparent, efficient, equitable, fair and sustainable.

West Neighbourhood House may collaborate with other not-for-profit organizations to jointly acquire goods and services. When appropriate, West Neighbourhood House shall advocate for and promote these partnerships to seek competitive bids or quotes for shared goods and services. West Neighbourhood House shall also adhere to the terms and conditions of donors, funders, and governments.

Applicability

- All Staff
- West Neighbourhood House Board of Directors

General Principles

1. All procurement shall be compliant with provincial, municipal and federal laws, trade agreements, funder requirements, all related House policies, procedures and guidelines.
2. While cost-effectiveness is the most substantial criteria in assessing bids, weighting shall also be given to quality, and to suppliers who represent Equity-Seeking Organizations (see definition below) as well as to local suppliers.
3. In determining whether an organization is equity-seeking (“**Equity Seeking Organizations**”), West Neighbourhood House will consider if it is owned, managed and/or controlled by an equity-seeking community or social purpose enterprise. These communities include, but are not limited to, women, racialized people (namely Black, Indigenous and people of colour), people with varying abilities, and LGBTQ+ people.
4. No persons shall participate in procurement decisions if they have a conflict of interest. Conflicts of interest may arise when the person has a financial, family or

any other beneficial interest in the vendor firm selected or considered for an award.

5. Purchases must not be fragmented or reduced to components to avoid the bid process.
6. All competitive quotes must be for similar and/or identical goods and services.
7. No staff is authorized to approve their own expenses or purchases.

Roles and Responsibilities (unless specified the following is approved by West Neighbourhood House Management)

- It is the responsibility of the requesting program/unit to confirm that the requested funds are consistent with the approved budget.
- Capital purchases or capital contracts over \$50,000 will be required to undergo a competitive bid process by the Operations Director or designate, unless there are exceptional circumstances in which case the Executive Director or designate must provide prior approval.
- The procurement process will strive to ensure that vendors from Equity-Seeking Organizations can bid and be considered. This involves widely sharing the Request for Proposals (or Expressions of Interest) through industry associations, online forums like Charity Village, and local Business Improvement Areas
- The bid assessment process will include a review of the bids/quotes received to assess relevant factors. Cost-effectiveness should be the most substantially weighted criteria in assessing bids but weighting also will be given to Equity Seeking Organizations, as well as to local suppliers, cost competitiveness, and quality considerations.
- Goods and services purchased with funds of West Neighbourhood House shall remain the property of West Neighbourhood House, subject to specific funding conditions.
- Procurement approvals and supporting documentation shall be retained by Finance staff for review and audit in accordance with West Neighbourhood House Records Retention Policy.
- Seeking competitive quotes for ongoing contracts will occur every 5 years or more often unless there are exceptional circumstances noted in writing by the Executive Director for approval by the Board of Directors.
- Three written competitive quotes are required for any purchases and/or service over \$10,000. If obtaining three quotes is not possible a request stating the reasons must be approved by the Executive Director or their designate before purchase.
- Notwithstanding the above, West Neighbourhood House may have to comply with bidding requirements of specific funders.

- If the lowest bidder is not selected, written reasons must be submitted and approved in advance of purchase by the Executive Director or designate.
- The purchaser or Operations Director or designate will be responsible for ensuring that all conditions and specifications of a contract, bid, or order have been satisfactorily fulfilled.

Types of Purchases

- **Ordinary purchases of goods and services below \$10,000**
For ordinary purchases of goods and services under \$10,000, staff will follow the procurement procedures of the organization and make choices that reflect West Neighbourhood House’s values
- **Large purchases of goods and services between \$10,000 to \$50,000**
For large purchases of goods and services between \$10,000 to \$50,000 the Operations Director or designate will source public information of the supplier/vendor about the structure, location, social and environmental value of the supplier.
- **Major purchases of goods and services above \$50,000**
For major purchases of goods and services above \$50,000, and those that require a Request for Proposal (RFP) process, West Neighbourhood House will include questions about the supplier structure, location, social and environmental value of the supplier, their sub-contractors and supply chains information as part of the RFP

Approval to Spend Signing Authority

The following spending limit amounts apply to all purchases. The limits below refer to the total amount, including applicable taxes. The limits below also reflect the minimum restrictions on purchasing and staff shall consult with their supervisor about all purchases that are not routine.

The Finance Director and Assistant Finance Manager are not allowed to make purchases.

| | |
|-----------------|---|
| Up to \$1,000 | Coordinators or designated staff are allowed to make approved budgeted purchases up to \$1,000 |
| Up to \$3,000 | Managers or designated staff are allowed to make approved budgeted purchases up to \$3,000 |
| Up to \$10,000 | Directors or designated staff are allowed to make approved budgeted purchases up to \$10,000 |
| Up to \$125,000 | Only the Executive Director, Associate Executive Director, or designate is allowed to make budgeted purchases up to \$125,000 (Note: This amount is approved by the West Neighbourhood House Board of Directors) |