



PROCUREMENT POLICY

GENERAL:

- Saskatoon Youth Soccer Inc. (SYSI) is committed to obtaining the best value for the total acquisition cost of all goods and services purchased without compromising quality, flexibility, delivery time or the organization's public reputation. To enable and encourage the timely purchase of goods and services, SYSI has adopted the following procurement policy.
- The annual operating budget, as approved by the Board of Directors, outlines approved operational funds that support the ongoing program and operations of SYSI. The Executive Director has authority to manage and spend according to the approved budget for ongoing operational outlays required, using budgeted funds approved according to approved budget expenditures.

PURPOSE:

The purpose of this policy is:

- To outline SYSI's accountability for its use of funds for goods and services.
- To establish guidelines for purchasing goods and services for all SYSI programs.
- To promote transparency to acquire goods and services required at the best possible value.

KEY AREAS

- Purchases on behalf of SYSI should follow approved expenditure budgets and procurement practices. In addition, all expenditures where possible, should be made with SYSI approved vendors. A list of approved vendors will be reviewed and maintained by the Executive Director on an annual basis.
- SYSI establishes contracts only with registered companies or societies, registered partnerships, and individuals.
- SYSI shall use one of the following methods of procurement for new or renewing existing engagements depending on the dollar/deal value (estimated or actual) and nature of the purchase/engagement:

1. Micro-Purchase

- Procurement for goods or services that have already been approved in the budget and do not require a contract. SYSI may pursue procurements below \$700 without obtaining competitive quotes. However, SYSI shall ensure that the price is acceptable and that the purchase is made with qualified vendors.
- The purchase made should be reported back to the Executive Director who shall include such expenditures in budget reporting.

2. Small Purchase

- SYSI may pursue procurements for non-recurring purchases between \$701 and \$2000 that do not require a contract and there is an approved budget.
- For approved budgeted items between \$2000-\$5000, SYSI must obtain at least three quotes (where applicable) from qualified suppliers and document the basis for selecting the supplier. SYSI shall award the contract to the vendor that offers the best value for money and meets any additional factors including but not limited to, quality, service, timing, etc.
- The purchase made should be reported back to the SYSI Board monthly budget report via the Executive Director upon completion.

3. Competitive Negotiations

- SYSI will use competitive negotiations when the cost of a contract, lease or other agreement for materials, supplies, equipment, or contractual services, other than those personal or professional, exceeds \$10,000:
- Specifications cannot be made specific enough to permit the award of a bid based on either the lowest bid or the lowest evaluated bid price (in other words, bidding is not feasible).
- The services to be procured are professional in nature.



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4. Non-Competitive Negotiations

- Noncompetitive negotiations may be used for procurements of more than \$10,000 when bidding or competitive negotiations are not feasible. SYSI may purchase goods and services through non-competitive negotiations when it is determined in writing by the Executive Director that competitive negotiation or bidding is not feasible and that:
 - An emergency exists which will cause public harm because of the delay caused by following competitive purchasing procedures, or
 - The product or service can be obtained only from one source, or
 - The contract is for the purchase of perishable items purchased on a weekly or more frequent basis, or
 - Only one satisfactory proposal is received through RFP or RFQ.
- Procurement by noncompetitive negotiation requires the strictest attention to the observation of impartiality toward all suppliers. The Executive Director must approve all procurements by non-competitive negotiation when only one supplier is involved or only one bid or response to an RFP/RFQ is received.

Amount (excluding taxes)	Purchase Method Purchase	Approval Required
< \$700	Expense Report/Submission of Receipts	Executive Director
< \$5,000	Expense Report/Submission of Receipts/Purchase Order	Executive Director
< \$5,001 - \$10,000	Purchase Order, Expense Report, Request for Proposal/Quotation	Executive Director
< \$10,000 +	Purchase Order, Cheque Requisition, Request for Proposal/Quotation	Executive Director

5. Request for Proposal & Request for Qualifications (RFP/RFQ) Process

- Proposals will be solicited through SYSI's website; additionally, a Request for Proposal (RFP) may be prepared and mailed to qualified vendors. The notice must be published at least seven (7) days and not more than twenty-one (21) days before the date for receipt of the proposals.
- The RFP will describe services needed and identify the factors to be considered in the evaluation of proposals and the relative weights assigned to each selection factor.
- The RFP will also state where further details regarding the RFP may be obtained. The RFP will call attention to the same regulations discussed in the bidding process. Requests for proposals will always include cost as a selection factor.
- An award must be made to the offer or whose proposal is determined in writing by SYSI to be the most advantageous to SYSI. Evaluations must be based on the factors presented in the RFP and a written evaluation of each response prepared. The Executive Director may contact the firms regarding their proposals for the purpose of clarification and record in writing the nature of the clarification. If it is determined that no acceptable proposal has been submitted, all proposals may be rejected. New proposals may be solicited on the same or revised terms, or the procurement may be abandoned.
- For the procurement of certain professional services, an alternative to RFPs may be used. SYSI may publish a Request for Qualifications (RFQ). RFQs are handled in a similar method to RFPs with the exception that cost is not a factor in the initial evaluation. The Executive Director will evaluate the responses and rank them by comparative qualifications. The highest scoring person or firm will be contacted, and the Executive Director will negotiate costs. If the Executive Director is unable to negotiate a satisfactory cost arrangement, the second highest scoring person or firm will be invited to negotiate. The Executive Director will maintain a written record of all such negotiations.
- Bids will be accepted only from those contractors who have a proven record of ability to successfully complete the scope of work being bid. References will be requested along with the contractor's bid proposal. Any contractors submitting a bid must produce (along with his/her bid documents) written proof of liability insurance and a valid business license. Consideration will be given to such matters as



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contractor integrity, compliance with public policy, record of past performance and financial and technical resources in awarding contracts.

- All procurement more than \$5000 will be memorialized and supported by a written contract. Where it is not feasible or is impractical to prepare a contract, a written finding to this effect will be prepared and some form of documentation regarding the transaction will also be prepared. All contracts will contain language which allows SYSI the opportunity to cancel any contract for cause. Said cause shall include (but not be limited to) demonstrated lack of ability to perform the work specified, unwillingness to complete the work in a timely fashion, cancellation of liability insurance or business license, failure to pay suppliers or workers, unsafe working conditions caused by the contractor, failure to keep accurate and timely records of the job, or failure to make those records available to SYSI (on request) or any other documented matter which could cause a hardship for SYSI if a claim should arise or the work not be completed on schedule at the specified cost.
- All source documents supporting any given transaction (receipts, purchase orders, invoices, RFP/RFQ data and bid materials) will be retained and filed in an appropriate manner. Where feasible, source documents pertinent to each individual procurement shall be separately filed and maintained. Where it is not feasible to maintain individual procurement files, source documents will be filed and maintained in a reasonable manner (examples include chronologically, by vendor, by type of procurement, etc.).
- Whatever form of documentation and filing is employed, the purpose of this section is to ensure that a clear and consistent audit trail is established. At a minimum, source document data must be sufficient to establish the basis for selection, basis for cost (including the issue of reasonableness of cost), rationale for method of procurement and selection of contract type, and basis for payment.

APPROVED VENDORS

- SYSI works with several approved vendors for procurement of goods and services. The approved vendors are maintained and reviewed annually by the Executive Director. All staff and board members should refer to the SYSI approved vendor list first before utilizing a new supplier.

CONFLICT OF INTEREST & CONFIDENTIALITY

- SYSI Employees or Board of Directors shall not accept, either directly or indirectly, from any potential or existing supplier of goods and services any gifts or favours unless they are of small intrinsic value.
- SYSI will only purchase goods or services from its employees or a member of the Board of Directors where there is no conflict of interest. If a conflict of interest may exist, the individual disclosure must be presented for the decision to move forward.
- Prices obtained from suppliers are intended for SYSI use only. Pricing information shall not be divulged to members or to competitive suppliers.