



Procurement Policy

1. Overview

The Procurement Policy establishes the criteria within which procurements are managed at the Canadian Partnership Against Cancer (the “Partnership”) to ensure:

- The procurement process is fair, open and transparent and;
- Integrity, accountability and demonstrated value for money in the expenditure of public funds.

2. Purpose

The purpose of this Policy is to specify the principles and requirements that will govern the procurement of all goods and services to be paid for directly by the Partnership.

The Policy also serves as a guide for procurements made by third parties (e.g., Partners) while engaged with the Partnership on a project.

3. Scope

This policy applies to the Board of Directors and the Chief Executive Officer.

4. Principles

All procurements will adhere to the following principles:

- A. Be conducted using a process that is fair and transparent;
- B. Use a competitive process, that demonstrates value for money, where required, such that the interests of the Partnership’s use of public funds are protected;
- C. Remove any potential conflicts of interest that may arise in connection with the procurement and any resulting contracts;
- D. Avoid creating relationships whereby the Partnership develops an ongoing reliance on a supplier when other suppliers are available;
- E. Balance the above principle with the need for efficiency and effectiveness, and the need to implement best practices as applicable in a not-for-profit environment;
- F. Competitive procurements will generally assign a weighting for price between 20% and 50% based on nature of procurement (e.g. services vs goods), the procurement approach being utilized, and current market conditions. This does not apply to procurement processes where a prequalified



supplier (vendor of record) is being used, or where the budgeted amount is disclosed. Any exceptions will be approved by the CEO or delegate;

- G. No one shall structure a procurement to avoid a competitive process or circumvent any obligation of this policy and;
- H. Strive for quality goods and services as the outcome of any procurement process.

5. Governance

A. Board of Directors

A.1. The Board of Directors (Board) has oversight of procurement including:

- A.1.1. Defining the Board governance role and structure including that of Committees;
- A.1.2. Asking questions or seeking clarification from the Chief Executive Officer (CEO) regarding procurement including risks and processes in place to comply with the Policy, and challenges the CEO to demonstrate the suitability and functioning of those processes;
- A.1.3. Reviewing the annual report from the CEO regarding policy adherence;
- A.1.4. Monitoring exceptions, where permitted, to the Policy reported by the CEO;
- A.1.5. Oversight of external auditors and other independent parties regarding procurement matters that arise during the normal course of conducting business.
- A.1.6. Ability to delegate its authority to the Finance, Audit and Risk Committee as required.

B. Chief Executive Officer

B.1. The Chief Executive Officer (CEO) is accountable to the Board and is responsible for compliance with the Policy including:

- B.1.1. Providing leadership and direction to senior management and setting the Partnership's standards and accountability;
- B.1.2. Guiding the development and performance of procurement processes across the Partnership and delegating to various levels of management;
- B.1.3. Executing all Board approved contracts over \$1 million including those with Board approved amendments that increase the value of a contract over \$1 million
- B.1.4. Reporting to the Board of Directors as directed by this Policy.



6. Conflict of Interest

Conflicts of interest, both real and perceived, can affect the objectivity and integrity of the procurement process, and the reputation of the Partnership as a good steward of public funds. As such, there shall be strict adherence to the Conflict of Interest and Code of Conduct policies.

7. Procurement Methods

- A. All procurements must be managed in accordance with the procurement methods outlined in the table below. For clarity, values below are exclusive of excise taxes.

Dollar Value	Procurement Method
Less than or equal to \$50,000	Non-Competitive
Greater than \$50,000 but less than \$100,000	Competitive: Invitational (minimum of 3 suppliers engaged)
\$100,000 and greater	Competitive: Open (posted on Partnership's website and/or other tendering sites)

B. Non-Competitive Procurements

B.1. In certain unique circumstances, it may not be possible to adopt a competitive procurement process. In such instances, non-competitive procurements greater than \$50,000 will be approved by the CEO or delegate. All non-competitive procurements greater than \$250,000 will be reported to the Finance, Audit and Risk Committee. Examples of non-competitive procurement processes are as follows:

- B.1.1. Sole sourcing means the use of a non-competitive procurement process to acquire services or goods where there is only one available supplier for service or goods. Examples of sole source procurement are: procuring software from one supplier to ensure system compatibility such as purchasing Windows software from Microsoft; leasehold improvements of leased building premises by the leaser as a condition of the lease.
- B.1.2. Single Sourcing means the use of a non-competitive procurement process to acquire services or goods from a specific supplier even though there may be more than one supplier capable of delivering the same services or goods. An examples of a single source procurement is: directly negotiating with one supplier to provide facilitation services, even though multiple suppliers are available that could provide this service.



8. Contract Approval

All contracts must be approved in accordance with the Board approved Delegations of Authority.

9. Contract Amendments

Contract amendments that do not change the value of a contract must be approved in advance by the original approval authority in accordance with the Board approved Delegations of Authority. Contract amendments that change the contract value must be approved in accordance with the Board approved Delegations of Authority and in addition, all contracts amended to be greater than \$250,000 but less than \$1 million must be approved by the CEO or delegate. All contracts amended to have a value of \$1 million and greater must be approved by the Board.

10. Exceptions to this Policy

Exceptions to this policy may be made in extenuating circumstances upon approval of the CEO and will be reported to the Finance, Audit and Risk Committee.

11. Related Documents

- A. Delegations of Authority Framework
- B. Conflict of Interest Policy
- C. Code of Conduct Policy