



**REGIONAL DISTRICT  
of Fraser-Fort George**

**CORPORATE POLICY**

**No.:** RD-03-09

**Date Approved:** May 21, 2009

**Date Amended:** May 17, 2012

**August 16, 2018**

**August 18, 2022**

**Name:** Procurement of Goods and Services

<b>Purpose:</b>	To establish a consistent approach for the procurement of goods, services and works which ensures best value is obtained when spending public funds.
<b>Authority:</b>	Section 263 <i>Local Government Act</i>
<b>Scope:</b>	This policy applies to the solicitation and purchase of goods, services and works authorized by the Regional Board, or by an authorized delegate.

<b>Definitions:</b>	<b>“best value”</b>	<b>means</b>	an evaluation of goods, services, and works based on considerations of cost, quality, suitability, warranties, availability, environmental sustainability, social sustainability, vendor performance, and other factors which may be relevant for a specific acquisition.
	<b>“change order”</b>	<b>means</b>	approved changes to contract deliverables that are within the intended scope of the contract outcome and can result in a reduction or addition to overall contract price.
	<b>“direct relative”</b>	<b>means</b>	a spouse, parent, grandparent, grandchild, brother, sister, son, or daughter.
	<b>“emergency event”</b>	<b>means</b>	an event or situation where a Regional District asset is at imminent risk of failure or has failed resulting in critical service disruption; or an event or situation where the Regional District is exercising its authority and responsibilities under the Provincial <i>Emergency Program Act</i> .
	<b>“pre-qualified vendor”</b>	<b>means</b>	a vendor who has participated in a procurement process that evaluates their suitability to provide goods, services or works for futures activities at established rates.
	<b>“procurement”</b>	<b>means</b>	the process of acquiring goods, services or works from an external source.
	<b>“procurement process”</b>	<b>means</b>	informal and formal procurement practices that include identifying needs, developing specifications and supporting documents, evaluation of submissions, recommendations for award, and supervision of the supply of goods, services or works.

**Review Date:** As Required

Name: Procurement of Goods and Services

<b>“public tender”</b>	<b>means</b>	a formal procurement process wherein competitive pricing is obtained from vendors at large through solicitation of sealed bids.
<b>“quotation”</b>	<b>means</b>	an informal procurement process whereby a verbal or written commitment by a vendor to provide goods or services for a specified price is obtained.
<b>“request for proposals” or “RFP”</b>	<b>means</b>	a formal procurement process wherein vendors may determine the specific products, services and related commodities to be provided for meeting the Regional District’s stated needs, objectives and required deliverables.
<b>“sole sourcing”</b>	<b>means</b>	procurement of goods, services or works from a pre-qualified vendor or from a vendor without a formal competitive bidding, pricing or procurement process.
<b>“vendor”</b>	<b>means</b>	an individual, society or corporation offering to supply goods, services and/or the undertaking of the completion of works.

**Policy:** The Regional District will employ fair, transparent, equitable and objective methods for procuring goods and services based on best value principles as defined in this Policy.

- General:**
1. Any procurement made on behalf of the Regional District will be in accordance with this Policy and any other Board Policy, Bylaw or Corporate Procedures that pertains to procurement activities.
  2. Procurement Procedures will be consistent with this Policy and applicable Trade Agreements.
  3. No procurement activities shall be authorized or incurred unless Board has provided a funding source in the financial plan or by a Board resolution.
  4. No procurement activities shall be subdivided in a manner designed to avoid this Policy.
  5. Procurement methods and limits shall be in accordance with the following:

Procurement Method	Procurement Value Limit			
	Up to \$5,000	\$5,001 to \$10,000	10,001 to \$25,000	Over \$25,000
Sole Sourcing	√	n/a	n/a	n/a
Verbal Quotations	√	√	n/a	n/a
Written Quotations	√	√	√	n/a
Public Tender	n/a	√	√	√
RFP	n/a	√	√	√

n/a = not allowed

6. Procurement methods and limits:
  - a. under Paragraph 5 of this Policy may with the pre-approval of the General Manager of Financial Services, be adjusted or modified to reflect the intent of this Policy for procurement up to \$25,000 in value; or
  - b. be in accordance with the current Delegation Bylaw.
7. Notwithstanding Paragraphs 3 and 6, the procurement methods and limits under Paragraph 5 may be modified, without limit, when responding to an emergency event under the following conditions:
  - a. sufficient funds are available to cover the expenditures either by offsetting operating expenditures or using reserves; or
  - b. the Province has provided a task number and expenses are considered eligible under the *Emergency Program Act*.
8. Notwithstanding Paragraph 6, sole sourcing may be used, in lieu of a process under Paragraph 5, where:
  - a. pre-qualified vendors are supplying goods and services;
  - b. the deliverables are only available from a single supplier or where the particular supplier has exclusive rights in respect of such deliverables and where no reasonable alternative exists;
  - c. unforeseen urgency or a catastrophic event makes competitive bidding proceedings or other alternatives impractical;
  - d. for reasons of standardization or compatibility the Regional District determines that it needs to procure additional deliverables from the original supplier; and
  - e. the procuring entity determines that other methods of procurement are not appropriate for protecting the essential security interests of the Regional District.
9. Procurement activities shall incorporate Sustainability Principles in the procurement specifications based on environmental, social and financial elements.
  - a. Building construction projects shall include an option for maximizing the use of wood and wood products.
10. Change Orders may be issued between the Regional District and the Vendor for an existing contract. Any Change Order must be approved by the Regional District and the Vendor and Change Orders must be within the overall scope of an existing contract and can result in a reduction or addition to the overall contract price.
11. The Regional District may deem a vendor ineligible to participate in procurement activities where a vendor:
  - a. has failed to perform under a previous or current contract;
  - b. is involved in legal action with the Regional District; or
  - c. is bankrupt or has commercial integrity issues that, in the opinion of the Regional District, may impact the ability to fulfill procurement obligations.

**Conflict of Interest:**

12. Regional District staff or consultants acting on behalf of the Regional District must not use their role in procurement to incur personal benefits, payment, reward or any other type of inducement from vendors supplying goods, services or works to the Regional District.
13. Regional District staff or consultants involved in a procurement process will ensure, to the best of their abilities, they are free of any Conflict of Interest that could be perceived to improperly influence the outcome of a procurement process.
  - a. Regional District staff or consultants in a conflict situation will not participate in procurement decisions where the procurement involves a direct relative, a person married to a direct relative, or a person sharing the same household as the employee.
  - b. Where Regional District staff or consultants are exposed to an actual, perceived or potential conflict of interest in relation to an actual or proposed procurement process, they must disclose the matter to the General Manager overseeing the service. The General Manager will advise the Chief Administrative Officer and General Manager of Financial Services and if, after review, it is determined that there is a conflict, the individual in conflict must be removed from the procurement process.
  - c. Staff and consultants participating in a procurement process will sign a Disclosure Statement in the appropriate form set out in Appendix "A" to this Policy, that they are knowingly free from conflict.
  - d. The Disclosure Statements attached as Appendix "A" may be amended from time to time by the General Manager of Financial Services.
14. Vendors supplying goods or services to the Regional District will ensure, to the best of their abilities, they are free of any Conflicts of Interest.
  - a. Vendors that are exposed to an actual, perceived or potential conflict of interest in relation to a procurement process must disclose the matter to the General Manager overseeing the procurement process. The General Manager will advise the Chief Administrative Officer and General Manager of Financial Services and if, after review, it is determined that there is a conflict, the vendor will be excluded from participating in the procurement process.
  - b. Vendors will be required to provide a Disclosure Statement in the form set out in Appendix "B" to this Policy, that they are free from Conflict.
  - c. The Disclosure Statement attached as Appendix "B" may be amended from time to time by the General Manager of Financial Services.
15. Vendors supplying goods and services to the Regional District will not participate in any improper procurement practices that can provide the Vendor with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.

- a. Vendors that are found to be participating in improper procurement practices after review by the Chief Administrative Officer and General Manager of Financial Services will be excluded from participating in the procurement process.
16. Regional District staff who are aware of unfair procurement practices or situations of Conflict of Interest may disclose such information to the Chief Administrative Officer without fear of retribution.
  - a. Where such a situation may include the Chief Administrative Officer being in a conflict the staff member may disclose such information to the Regional District Board Chair and/or Vice-Chair without fear of retribution.
17. Vendors that are dissatisfied with the outcome of a procurement process shall be afforded the ability to meet in person with the Regional District General Manager overseeing the procurement process to discuss their procurement submission and receive information on how their submission was evaluated.
18. Any request for documentation pertaining to a procurement process will be responded to in accordance with the *Freedom of Information and Protection of Privacy Act* Chap. 165 RSBC 1996.
19. The Board will be provided with a quarterly report regarding goods, services and works contracts entered into by the Regional District through procurement activities.
20. The Regional Board may exempt any purchase from adherence to this Policy by resolution passed by 2/3 of the votes cast.



**REGIONAL DISTRICT**  
of Fraser-Fort George

**APPENDIX "A"**

**PROCUREMENT PROCESS**

<enter the proposal name and number>

**DISCLOSURE STATEMENT**

I, \_\_\_\_\_, to the best of my ability and knowledge confirm that:  
Print Full Name of Staff

- I am free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- No direct relative, person married to a direct relative or a person sharing the same household as me is involved in this procurement process.
- I have an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict:

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\_\_\_\_\_  
Signature of Person Making Disclosure

\_\_\_\_\_  
Date Signed



**REGIONAL DISTRICT**  
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**APPENDIX "A"**

**PROCUREMENT PROCESS**

<enter the proposal name and number>

**DISCLOSURE STATEMENT**

Consultant Name: \_\_\_\_\_

The Consultant, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Consultant on this Procurement Process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has no direct relative, person married to a direct relative or a person sharing the same household as me is involved in this procurement process.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict:

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By signing below I certify that all statements made on this form are true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name of Person Signing Disclosure

\_\_\_\_\_  
Signature of Person Making Disclosure

\_\_\_\_\_  
Date Signed

**Review Date:** As Required



**REGIONAL DISTRICT**  
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**APPENDIX "B"**

**PROCUREMENT PROCESS**

<enter the proposal name and number>

**DISCLOSURE STATEMENT**

Vendor Name: \_\_\_\_\_

The Vendor, including its officers, employees, and any person or other entity working on behalf of or in conjunction with, the Vendor on this Procurement Process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Vendor with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for Conflict of Interest:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below I certify that all statements made on this form are true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name of Person Signing Disclosure

\_\_\_\_\_  
Signature of Person Making Disclosure

\_\_\_\_\_  
Date Signed

**Review Date:** As Required