

Vendor Relations and Procurement Management

Policy Section: Executive Expectations	Policy Number: EE-4	Approved By: Council
Regular Council Policy Review Frequency: Every five years	Date Approved: December 7, 2001	Date Reviewed/Revised: June 4, 2020

Purpose:

To outline the Board's expectations of the CEO/Registrar regarding fair and ethical relationships with vendors.

Policy:

With respect to the interactions with vendors and those applying to be vendors, the CEO/Registrar shall ensure that CRNM administrative policies and procedures are clear, fair, and un-intrusive. Further, the CEO/Registrar will ensure the process is appropriately confidential and that vendor decisions are fair and unconflicted.

Further, the CEO/Registrar shall:

- 1) Ensure a standardized framework and process for procurement goods and services that clearly outline the purpose, the required criteria for quality and price, and the criteria for selection of a vendor.
 - a) Ensure a competitive bidding process for individual purchases over the Council-designated level of \$50,000 where competitors are available. The CEO/Registrar, in his/her discretion can also use a competitive bidding process where there is considerable risk and/or where there are public relations implications related to the purchase. (Note: Purchases cannot be split in order to avoid this limitation).
 - b) Once a competitive process has been undertaken, subsequent contract extensions (for up to 5 years) can be negotiated by the CEO/Registrar as needed and consistent with all Council policies, e.g. legal services, accounting services, IT/IS consultants, etc.).
 - c) Ensure proper protection against conflict of interest in the purchase process is in place.
 - d) Ensure that policies are in place to prohibit the acceptance of inappropriate considerations. Modest considerations, etc., are appropriate as needed to conduct necessary business.
- 2) Conduct Request for Proposals and the competitive bidding process in a manner that will not harm the bidding organization or CRNM by ensuring that:
 - a) Confidential information regarding vendor quotes, competitive knowledge, and proprietary products/services/approaches is not shared with other vendors, and
 - b) Any Request for Proposals only elicits information from the vendor required for the purpose of the specific proposal.
- 3) Employ prudent measures for the assessment of capital asset acquisition decisions (lease or purchase) ensuring an adequate balance between cost and benefit is achieved.

- 4) Ensure that all supply contracts are reviewed regularly.
- 5) Respond to any vendor who makes a proposal in response to a formal Request for Proposals.
- 6) Provide payment to vendors according to contractual obligations and based on the vendor meeting contract performance.