

Purpose:

- 1 To establish the principles and directions for the Procurement of Deliverables.
- 2 To ensure The City is in alignment with legislative and liability restrictions when Procuring Deliverables while enabling departments to effectively carry out their business.

Policy Statement(s):**3 Procurement Principles**

- (1) The Procurement of Deliverables is based on:
 - (a) compliance and consistency with applicable legislation, policies, and procedures;
 - (b) open, fair, and transparent processes that afford equal access to qualified suppliers;
 - (c) reciprocal non-discrimination and geographic neutrality with respect to its trading partners in accordance with trade treaty obligations;
 - (d) achieving Best Value through consideration of the full range of Procurement formats and the adoption of commercially reasonable business practices;
 - (e) effective balance between accountability and efficiency; and
 - (f) adhering to the highest standards of ethical conduct.

4 Open, Fair, and Transparent Competition

- (1) Deliverables over \$10,000 will be acquired through a fair, open, transparent, and competitive process that balances the interest of the taxpayers with the fair and equitable treatment of suppliers.
 - (a) Competitions will be advertised based on the thresholds defined in the Corporate Procurement Procedure 5303-CP to give suppliers wanting to provide Deliverables to The City with an equal opportunity to submit a proposal.
 - (b) Competitions will be posted in bidsandtenders, being The City's e-Procurement tool, and the Alberta Purchasing Connection (APC).
- (2) The City does not give preferential treatment to local vendors.
- (3) The City provides debriefs when requested by vendors who have submitted a proposal for a specific competition.

5 Environmental Considerations and Sustainability

- (1) The City avoids Deliverables that adversely affect the air, water, or terrestrial environments.
- (2) Preference is given to environmentally friendly Deliverables when quality and service is equal to or better, and the price is equal to or lower than other competitors.
- (3) The City promotes Deliverables that make lesser demands on non-sustainable resources.

6 Ethically Bound/Ethically Behaviour

- (1) The City acts honestly and with integrity, avoiding even the appearance of impropriety, in all its Procurement practices.
- (2) Consistency is maintained in all processes and actions.
- (3) Ethical standards will be adhered to in all Procurement and contracting practices.

- (4) The City may refuse to do business with parties who do not act in good faith towards The City, whether by failing to abide by the terms of their agreements or by entering into litigation with The City without justification.

7 Conflict of Interest

- (1) City employees must act in a manner that is consistent with the Ethical Standards Policy 2025-CA when involved in a Procurement process.
- (2) No City employee shall place themselves in a position of obligation to a supplier or use The City's Procurement processes, forms, or services to purchase Deliverables for personal use.
- (3) Employees involved in a Procurement process must declare any actual, possible, or perceived conflicts of interest to their supervisor even if they are unsure whether or not a particular relationship or circumstance may give rise to a conflict of interest.

8 Confidential Information

- (1) The release of information is subject to the *Freedom of information and Protection of Privacy Act*, The City's Access to Information & Protection of Privacy Policy 7016-CA and any applicable procedures.
- (2) Information that may create an unfair advantage shall remain confidential and shall not be released to the public or a single vendor.
- (3) All information provided by a potential vendor during the Procurement process remains locked in bids and tenders until the competition closes, at which time the submissions are released to Purchasing for analysis and award.

9 Purchasing Authority

- (1) Purchasing Authority is granted to a City employee, at the General Manager or Department Manager's request, provided the employee has completed the applicable training related to The City's Procurement processes.
- (2) Employees granted Purchasing Authority shall follow all applicable City policies and procedures throughout the Procurement process and ensure budget approval for the purchase is in place.
- (3) Purchasing may process competitions before budget approval, provided that specific wording is included in the posting advising potential vendors of a conditional award.
- (4) Purchasing Authority limits for employees are as follows:

Employee	Purchasing Limit
City Manager	Unlimited
General Managers	Unlimited
Department Managers	\$1,000,000
Department Employees (as determined by department manager)	Up to \$200,000

- (5) Any exception to the Purchasing Authority outlined under s. 9(4) must be obtained in writing from the City Manager.

10 Consequence of Non-Compliance

- (1) Failure to comply with this Policy may result in disciplinary action being taken against the employee, up to and including dismissal from employment, seeking restitution (including reimbursement), commencement of civil action, criminal prosecution, instructing the employee to divest themselves of the outside interest, transferring the employee to another position, or any combination thereof.

Definitions:

- 11 "**Best Value**" means the optimized combination of price, technical merit, quality, and sustainability as determined by The City. Best Value meets the expectations listed within this Policy and informs the evaluation and negotiation to arrive at an acceptable basis for a purchase.
 - 12 "**Deliverables**" means any goods, services, or construction, or a combination thereof.
 - 13 "**Procurement**" means the acquisition of Deliverables from a supplier, but does not include the acquisition or disposition of interests in land.
 - 14 "**Purchasing Authority**" means the authority granted to a City employee to purchase and/or approve the purchase of Deliverables on behalf of The City. This does not include the authority to sign/execute contracts.
-

References/Links:

- 1 Canadian Free Trade Agreement (CFTA)
- 2 New West Partnership Trade Agreement (NWPTA)
- 3 The Canadian-European Union Comprehensive Economic and Trade Agreement (CETA)
- 4 Gift Hospitality Discount Tracking Form
- 5 Procurement Reference Manual
- 6 Systems Purchasing Module Training Manual
- 7 Associated Council Policies:
 - (1) EL-B-2.3 Relationships with Other Entities
 - (2) EL-D-2.0 Financial Sustainability
- 8 Associated Corporate Policies and Procedures:
 - (1) 2025-CA Ethical Standards
 - (2) 2209-CA Emergency Preparedness – Rescue & Evacuation

- (3) 5303-CP Corporate Procurement
- (4) 5308-CP Budget Administration
- (5) 5311-CA Corporate Procurement Card
- (6) 5311-CP Corporate Procurement Card
- (7) 5316-CP Disaster & Emergency Situation Accounting
- (8) 5326-CA Contracts
- (9) 5326-CP Contracts
- (10) 5359-CA Bidder Barring
- (11) 7016-CA Access to Information & Protection of Privacy

Scope/Application:

- 1 This Policy applies to all employees and any third parties hired by The City who are involved in the Procurement of Deliverables for use by The City.

Authority/Responsibility to Implement:

- 1 The Chief Financial Officer is delegated the authority to implement and update this Policy as necessary.
- 2 Department Managers are responsible for ensuring employees are in adherence to this Policy.

Inquiries/Contact Person:

- 1 Corporate Lead – Procurement and Risk Management
- 2 Chief Financial Officer

Policy Monitoring and Evaluation:

- 1 This Policy will be evaluated every three years with revisions made as required.

Document History:

Date:	Approved/Reviewed By:	Title:
Approved: May 7, 2010	“Craig Curtis”	City Manager
Revised: December 2010	Administrative Changes	Informed by: Financial Services
Revised: June 13, 2011	“Craig Curtis”	City Manager
Revised: August 26, 2014	“Craig Curtis”	City Manager
Revised: May 9, 2017	“Kelly Kloss”	Acting City Manager
Revised: July 13, 2020	“Allan Seabrooke”	City Manager
Revised: August 10, 2022	“Tara Lodewyk”	City Manager