

**Purpose:**

- 1 To:
  - (1) establish the direction, philosophies, and values for the procurement of goods and services for The City; and
  - (2) address the legislative and liability restrictions The City works within while enabling departments to effectively carry out their business.

**Policy Statement(s):**

- 2 The City commits to:
  - (1) the acquisition of goods and services at the best value while treating all vendors equitably; and
  - (2) to creating and maintaining a high level of confidence in its procurement of goods and services by ensuring integrity, transparency, accountability, efficiency, and consistency in its procurement process.
- 3 Open and Fair Competition:
  - (1) The City:
    - (a) acquires materials, supplies, goods, and services through a fair, open, transparent, and competitive process that balances the interests of the taxpayers with the fair and equitable treatment of vendors; and
    - (b) gives all businesses equal opportunity to supply materials, goods, and/or services by advertising all competitions over The City's thresholds, as defined in 5303-CP Corporate Procurement, on the Alberta Purchasing Connection (APC).
- 4 Local Vendors:
  - (1) The City does not give preferential treatment to local vendors.
- 5 Open Communication and Records:
  - (1) The City:
    - (a) provides feedback on bids and proposals to all vendors, including those that are unsuccessful, by posting the award on APC; and
    - (b) maintains records on vendor performance under contracts.
- 6 Environmental Considerations/Sustainability:
  - (1) The City:
    - (a) avoids goods and/or services that adversely affect the air, water, or terrestrial environments;
    - (b) gives preference to environmentally friendly goods and/or services when quality and service is equal to or better, and price is equal to or lower than other competitive goods and/or services; and
    - (c) promotes goods and services that make lesser demands on non-sustainable resources.

- 7 Ethically Bound/Ethical Behaviour:
  - (1) The City:
    - (a) acts honestly and with integrity, avoiding even the appearance of impropriety, in all its procurement and contracting practices;
    - (b) maintains consistency in all processes and actions; and
    - (c) adheres to ethical standards in all its procurement and contracting practices.
  
- 8 Business Relations with Vendors:
  - (1) The City ensures consistent buying practices and remains free of any obligation other than an already established/intended contractual relationship to any vendor or potential vendor.
  
- 9 Relationship to Vendors and Conflict of Interest with Vendors:
  - (1) City employees exercise caution when there is a possibility or perception of conflict of interest with a vendor or potential vendor.
  - (2) The City may choose not to disqualify a vendor on the basis of a conflict of interest, as long as it is identified, recorded, and acknowledged.
  - (3) City employees immediately notify their direct supervisor of any potential conflicts with a vendor, and request direction from Purchasing.
  - (4) No City employee, involved in procurement, will have direct or indirect interest, or receive any personal benefit in any contract for goods and/or services, unless it is disclosed, approved by the Department Head and Chief Financial Officer, and recorded on the year-end representation letter.
  
- 10 Best Value Considerations:
  - (1) The City:
    - (a) considers overall cost in the procurement of materials, supplies, goods, and services; and
    - (b) evaluates the relevance of price and non-price factors before starting the competitive process.
  
- 11 Vendors Acting in Good Faith:
  - (1) The City refuses 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.
  
- 12 Confidential Information:
  - (1) Release of information is subject to FOIP legislation.
  - (2) Any information made available to a potential vendor, which may influence other vendors' responses, is made available to all potential vendors.
  - (3) Information which may create an unfair advantage remains confidential and is not released to the public or a single potential vendor.
  - (4) Subject to the requirement for public openings, any and all information provided by a potential vendor during the procurement process remains confidential, pending bid analysis and award.

### 13 Delegated Authority – Purchasing, Contracting, and Executing:

#### (1) Purchasing Authority:

- (a) Purchasing authority is delegated to a City employee, at the department head's request, and upon training completion.
- (b) Employees granted purchasing authority ensure that all applicable policies and procedures are followed, and that budget approval for the purchase is in place.
- (c) Purchasing may process competitions prior to budget approval, provided that specific wording is included advising potential vendors of conditional award.
- (d) Purchasing authority limits for City employees are as follows:

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

- (e) Any exception to the above purchasing authority is obtained in writing from the City Manager.

### Definitions:

#### 14 Conflict of Interest means:

- (1) In relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
  - (a) having, or having access to, confidential information of the City in the preparation of its proposal that is not available to other proponents;
  - (b) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
  - (c) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process.
- (2) In relation to the performance of its contractual obligations contemplated in the contract that is the subject of the procurement, the proponent's other commitments, relationships, or financial interests could, or could be seen to:
  - (a) exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
  - (b) compromise, impair, or be incompatible with the effective performance of its contractual obligations.

15 Executing Authority: The authority to sign contracts in the name of The City.

16 Purchasing Authority: The authority, granted to a City employee, to purchase and/or approve the purchase of goods and/or services on behalf of The City. This does not include the authority to sign (execute) contracts (see Executing Authority).

**References/Links:**

- 1 Comprehensive Economic and Trade Agreement (CETA)
- 2 Canadian Free Trade Agreement (CFTA)
- 3 City's Ethical Standards Toolkit
- 4 Gift Hospitality Discount Tracking Form
- 5 Major Facilities Planning and Construction Template
- 6 New West Partnership Trade Agreement (NWPTA)
- 7 Procurement Reference Manual
- 8 Systems Purchasing Module Training Manual
- 9 2209-CA Emergency Preparedness
- 10 5303-CP Corporate Procurement
- 11 5303.02-CP Petty Cash
- 12 5308-CP Budget Administration
- 13 5311-CA Corporate Procurement Card
- 14 5311-CP Corporate Procurement Card
- 15 5316-CP Disaster & Emergency Situation Accounting
- 16 5326-CP Contracts

**Scope/Application:**

- 1 This policy applies to all staff, and any third parties hired by The City, involved in the procurement of goods and services for use by The City.

**Authority/Responsibility to Implement:**

- 1 Chief Financial Officer

**Inquiries/Contact Person:**

- 1 Chief Financial Officer
- 2 Corporate Lead – Procurement

**Policy Monitoring and Evaluation:**

- 1 This policy will be evaluated on an annual basis and revised as needed.

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
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