



APPROVED- July 10, 2019

Procurement Policy

Purpose:

The Purpose of the NDMHA procurement policy is to ensure that large financial commitments are vetted through board working groups to ensure that the association is receiving value and quality for its expense. Additionally, the association seeks to avoid purchasing in cases where there is a conflict of interest or that a board member or member of the association is given preferential treatment when NDMHA tenders for the purpose of procuring services or goods.

Any purchase under 5,000.00 requires the approval of the Director of Finance and requires double signatories for payment of services.

Any purchase of goods or services that is anticipated to exceed 5,000.00 will require an RFP or response to an association RFP or tender.

This policy excludes the purchase of ice with the associations Centre (Port Perry and Uxbridge) as this is a separately negotiated contract.

Procurement will typically cover:

- Apparel and Clothing
- Development
- Equipment
- Consultation and Professional affiliations or any other purchase exceeding 5,000.00

Developing the RFP/Tender

When a need for procurement is identified, the Director who has responsibility over that area (Development, Operations, Rep) will engage with the Director of Finance and one additional Director (at minimum) to form a working group. This working group is responsible to draft the tender for the required purchase. The Tender will be required at minimum to include the following:

- Description of the Goods/Services required
- The required information that will be evaluated for awarding of the tender.
- The criteria that will be used to evaluate the bids for the awarding of the tender



- The deadline for submissions and the deadline for awarding of the tender
- **In some cases, we may want to include financial parameters to interested parties to ensure bids are relevant to our review process*
- The tender should include a contact person to direct questions to as well as follow up

Rewarding of the Tender

Once all submissions are in and the deadline has passed, the working group will evaluate the bids based on the criteria contained in the RFP/Tender. The working group will determine a recommended vendor.

The working group will provide a written summary to the board with the rationale for the selection they have recommended. The board will vote on the provided recommendation for final approval and awarding of the tender/Contract.

Contracts that are generated out of the procurement process will be developed by the President, Director of Finance and the relevant Director for the purchased goods or services. The contract will be developed to protect the associations purchase and meet the ongoing needs of NDMHA. All contracts will be reviewed by the board prior to final signing.

Posting of the RFP/Tender

RFP and Tenders will be posted on the NDMHA website. In addition, the working group can send the tender to possible qualified bidders directly as well as use additional advertised tools to support the widest possible range of vendors.

APPROVED BY THE NORTH DURHAM MINOR HOCKEY ASSOCIATION BOARD OF DIRECTORS