

Policy Brief and Purpose

The Procurement policy establishes the basic direction, philosophies and values for the procurement of goods and services by the Calgary Metropolitan Region Board (the Board).

Scope

This policy affects all employees, Board members and contractors, directly or indirectly involved in the procurement of goods and services for use by the Board.

Policy

The Board will purchase goods and services in a transparent, fair, and efficient manner, securing the best overall value.

Guidelines

1. The Board will adhere to the highest possible standards of business ethics, professional courtesy, and technical competence in all its purchasing practices.
2. The Board will provide fair and equitable treatment to all suppliers and maintain the confidentiality of specifications and price quotations as permitted under the *Freedom of Information and Protection of Privacy Act, RSA 2000 Alberta*, and amendments.
3. The Board expects all vendors to perform their obligations to the Board in good faith. Vendors who, in the opinion of the Board, do not meet these requirements will not be eligible to participate in future procurements with the Board.
4. PURCHASING METHODS
 - a. Purchases less than \$75,000 – At the discretion of the Chief Officer whether to utilize a formal quote or informal quote.
 - b. Purchases over \$75,000 – All procurement of goods or services or a combination of goods and services over \$75,000 except for construction, will be subject to the formal competitive process and must be advertised under the requirements of Chapter 5 of the Canadian Free Trade Agreement and the New West Partnership Trade Agreement (NWPTA).

c. Construction \$200,000 and Over – All construction projects \$200,000 and over will be subject to the formal competitive process and must be advertised under the requirements of the Canadian Free Trade Agreement and NWPTA.

d. Formal quotes will follow one of the following competitive bid formats:

- i. Request for Quotation (RFQ);
- ii. Request for Quotation and Contract Form;
- iii. Request for Proposal (RFP);
- iv. Invitation to Tender (ITT); or
- v. Request for Information (RFI).

5. CONFIDENTIALITY

a. All information acquired through the tender process will be held in the strictest confidence.

b. At no time will the tender be discussed with any supplier other than the awarded supplier.

c. Until such time that the actual award has been formalized, suppliers will not be informed of any such decision.

d. Upon the finalization of the award, only the awarded supplier name and total dollar value will be released. This information can be provided in the standard response letter.

e. Any inquiries from suppliers should be directed to the Project Manager responsible for the tender process or the Chief Officer.

6. PURCHASING ETHICS

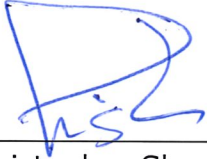
a. It is the aim of the Board to treat all suppliers in a fair and equal manner. At no time will any individual responsible for purchasing jeopardize the Board's reputation with the supplier community.

b. Any information that is given to one supplier will be given to all suppliers in the tendering process. Such information will be undertaken via formal notification. This is to help reduce or eliminate any potential confusion that may occur.

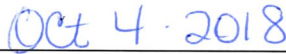
c. At no time will any individual imply any commitment of any kind to any supplier until such time as the Board is able to formally do so.

Policy

The CMRB Board voted unanimously to adopt the Procurement Policy, attached hereto.



Christopher Sheard
Interim Chair



Date

