

	<b>POLICIES AND PROCEDURES</b>	
	SUBJECT: PROCUREMENT POLICY	
	CATEGORY: CORPORATE SERVICES	POLICY NO.

## PURPOSE

The purpose of this policy is to outline the requirements for the procurement of goods, services and construction for the Vancouver Park Board.

A separate Employee Guide to Contracting and Procurement Procedures provides information to assist staff and outside agencies in the process of supply and services to the Vancouver Park Board. It provides guidance to all employees on the process and responsibilities of the purchasing function. The Vancouver Park Board, in the performance of the duties and responsibilities assigned to it, must engage in the procurement of goods, services and construction. In order to achieve the maximum economy, efficiency, effectiveness, and sustainability (social, environmental & economic) in the performance of this function, the Vancouver Park Board has endorsed certain fundamental principles it considers applicable to public purchasing.

## SCOPE

This policy applies to the procurement of goods, services (including consulting services) and construction for the Vancouver Park Board.

## DEFINITIONS/INTERPRETATION

- a) Interpretation - All references in this policy to an employee, official or other representative of the Vancouver Park Board are deemed to include any designate, deputy, or anyone else acting in that person's position as authorized from time to time by the applicable Council or Board having jurisdiction or by the City Manager and Park Board General Manager to carry out the authority of that person under this policy.
- b) Definitions - In this policy, the following terms have the following meanings:

**Award:** The business decision by the Vancouver Park Board (as authorized by this policy) to enter into a contract for goods, services or construction.

**Best Value:** The optimal combination of total cost of ownership, economic sustainability, environmental sustainability, social sustainability, reduced carbon dependency, and zero waste as determined in accordance with the specific criteria and weighting for each criterion established by the Vancouver Park Board for the applicable procurement.

**Bid:** Depending on the type of call, either (i) a legally binding tender or quotation which upon written acceptance by the Vancouver Park Board, automatically creates a purchase contract, or (ii) a non-binding proposal which forms a basis of a negotiated purchase contract, or (iii) a non-binding pre-qualification submission or expression of interest which may form the basis of a subsequent call for tenders, quotations, or proposals or may form the basis for a negotiated contract.

**Bid Committee:** The bid committee established under section 12 of this policy.

**Bidder:** Any legal entity submitting a bid in response to a call by the Vancouver Park Board.

**Call:** Any request or invitation by the Vancouver Park Board for a bid.

**Capital Project:** Any undertaking approved by the Vancouver Park Board in its capital budget.

**Category Manager:** The position responsible for managing portfolios of spend categories, developing cost reduction strategies based on lifecycle cost, conducting rigorous market analyses, recommending short-term and long-term sourcing opportunities, developing innovative procurement strategies that incorporate sustainability provisions into assigned portfolios, providing risk/benefit analysis, leading/facilitating supplier evaluations, negotiations, and change management efforts, managing cost reduction/avoidance programs and transactional activities in pursuit of total cost of ownership savings and enhanced service levels for the category portfolio, and managing staff across the organization involved in supply chain decisions.

**Chief Constable:** The person appointed by the Vancouver Police Board as the Chief Constable pursuant to the Police Act.

**Chief Librarian:** The person appointed by the Vancouver Library Board as the Chief Librarian pursuant to the Public Library Act.

**Chief Purchasing Official:** The person designated from time to time by the City Manager to supervise and carry out the procurement function on behalf of the Vancouver Park Board in accordance with this policy.

**City Clerk:** The person appointed by Council pursuant to section 220 of the Vancouver Charter as the City Clerk.

**City Engineer:** The person appointed by Council pursuant to section 288 of the Vancouver Charter as the City Engineer.

**City Manager:** The person appointed by Council pursuant to section 162A of the Vancouver Charter as the City Manager.

**City Solicitor:** The person appointed by Council as the City Solicitor.

**Consulting Services:** Contract where there is no material sale of goods included in the transaction and includes for example, professional and non-professional consulting services such as engineering, architectural, information technology, planning, and management consulting services as well as services which might normally be provided by City or Park Board employees but which the Vancouver Park Board decides to obtain on a short-term basis on a contract basis rather than an employment basis. However, consulting services contracts would not include labour services contracts such as construction, maintenance, janitorial, or security services.

**Contract:** A contract for the purchase by the Vancouver Park Board of goods, services or construction, including the issuance of a purchase order or the execution of any agreement evidencing the obligation.

**Construction:** Construction, reconstruction, demolition, repair or renovation of a building, structure, park land improvement or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the commitment.

**Co-operative Purchasing:** Procurement conducted by the Chief Purchasing Official on behalf of the Vancouver Park Board and other public bodies, or the involvement of the Chief Purchasing Official in procurement by other public bodies on behalf of the Vancouver Park Board.

**Department Head:** Any of the following officials:

- A) any General Manager, including the City Engineer, Director of Finance, General Manager of Community Services, Chief Constable, Fire Chief, Chief Librarian, Park Board General Manager;
- B) the City Solicitor;
- C) a Deputy City Manager;
- D) any director or executive director reporting to the City Manager;
- E) the City Clerk.

**Director of Finance:** The person appointed by Council pursuant to section 210 of the Vancouver Charter as the Director of Finance.

**Economic Sustainability:** Providing and enhancing the services, infrastructure and conditions that sustain healthy, diverse and resilient local economy in which businesses of all sizes, and their employees, can flourish.

**Environmental Sustainability:** Protecting and enhancing the climate, ecology and natural resources for future generations through approaches that reduce carbon dependency, enhance energy resilience, conserve energy and resources and reduce waste and toxins.

**Fire Chief:** The person appointed by Council pursuant to section 309 of the Vancouver Charter as the City's fire chief.

**Funding Approval:**

A) In relation to a capital project:

- The Director of Finance (or designate) provides written confirmation that the entire capital expenditure for the project is identified in the budget.

B) In relation to other than a capital project where the cost is provided in an interim or final operating budget adopted by the Vancouver Park Board:

- The Director of Finance (or designate) provides written confirmation that the funding of the commitment, or the first year of a multi-year commitment, is available in an appropriate account.

C) In relation to other than a capital project where the cost is not provided in an interim or final operating budget adopted by the Vancouver Park Board:

- The written confirmation of the Park Board General Manager that the commitment is in respect of necessary current and ongoing operations and that the subject matter of the commitment was contained in a program that had funding approval in the prior year; and
- The written confirmation of the Director of Finance (or designate) that the funding of the commitment can be undertaken.

**Maximum Contract Term:** Five years (including all options to extend or rights of renewal) in respect of a contract other than for a capital project and, in respect of a capital project contract, the term of the approved funding for the capital project.

**Park Board General Manager:** The person appointed as the General Manager of the Vancouver Park Board.

**Public Body:** Any local board and commission and any non-profit corporation or municipal or government body carrying out a public function and, in addition, any corporation of which the City is a controlling shareholder.

**Reduced Carbon Dependency:** Reduction in the amount of carbon emitted in the operation, maintenance and disposal of goods and services purchased.

**Response:** The submission of a bid in response to a call.

**Social Sustainability:** Cultivating and sustaining vibrant, creative, safe, affordable and caring communities for the wide diversity of individuals and families who live in, work in and visit Vancouver and beyond. For a community to be socially sustainable the basic needs of its residents must be met, it must be able to maintain and build on its own resources and prevent and/or address problems as they arise.

**Solicitation:** The process of communicating the call to prospective bidders.

**Sustainability:** Meeting the social, environmental and economic needs of the present without compromising the ability of future generations to meet their needs.

**Total Purchase Price:** The total purchase price payable for all goods, services, and construction under the contract over the entire term of the contract (but not including

options to purchase additional goods or services during the term which may or may not be exercised and not including GST, PST, or HST).

**Total Cost of Ownership:** The direct social, environmental and financial costs and benefits to the City of products, construction and services during their acquisition, use and end-of-life phases including factors such as transportation emissions, training, economic development impacts, energy consumption, disposal and other related costs after taking into account sustainability, reduced carbon dependency, and zero waste.

**Vancouver Group:** The collective of the City of Vancouver, the Vancouver Park Board, the Vancouver Police Board and the Vancouver Library Board.

**Zero Waste:** Resource life cycles that ensure all products are reused. Any trash sent for disposal is considered for energy recovery and residual waste is minimal.

## POLICY STATEMENTS

### 1. Goals

- 1.1. An open, transparent, competitive procurement process that:
  - provides best value for the Vancouver Group and its citizens;
  - minimizes total cost of ownership;
  - incorporates wherever possible, sustainability, reduced carbon dependency, zero waste, and ethical considerations as integral evaluation components in supply selection;
  - applies best practices and strong financial controls to the procurement process.
- 1.2. Ensure compliance with the Vancouver Park Board's policies and by-laws, the Vancouver Charter, all collective agreements, and all other provincial and federal laws and regulations that apply to the procurement of goods, services and construction.

### 2. References

- 2.1. This Policy incorporates the following:
  - Council/Board delegated authority to City and Vancouver Park Board staff to call for bids, award contracts, sign contracts, issue change orders/amendments, and renewals and extensions to contracts for goods, services, and construction for a defined range of operating or capital accounts within a defined dollar limit;
  - An Employee Guide to Contracting and Procurement Procedures that establishes the procedures that must be followed when procuring goods, services and construction;
  - The Park Board's Energy Efficiency Purchasing Policy
  - The Park Board's Ethical Purchasing Policy - demonstrates a commitment to sustainability by seeking to ensure safe and healthy workplaces for the people who make products for the Board, where human and civil rights are respected; and

- The Supplier Code of Conduct - sets the minimum performance standards for the City's suppliers.
- The Park Board Purchasing Card Policy and Procedures

### 3. Legal Requirements

- 3.1. All contracts, call documents, addenda and amendments to call documents, notices of awards, bonds, letters of credit, notices of intent to contract, change orders, purchase orders, renewals, extensions, and any other forms of commitments and contracts will be on terms and conditions approved by the City Solicitor. Any material deviation from the approved terms and conditions of any document requires the prior approval of the City Solicitor.
- 3.2. The concurrence of the City Solicitor is required on the award of any contract which is procured by way of a formal invitation to tender and which has a total purchase price in excess of \$2,000,000.
- 3.3. Any continuous or repetitive series of contracts that appear to be structured so as to avoid the contracting authority limits set out in this policy will be reviewed by the Chief Purchasing Official and reported to the Director of Finance and City Manager.

### 4. Competitive Bidding - When Required

#### 4.1. *General Policy is Open, Public Competitive Procurement*

Except where otherwise permitted in this policy, the Vancouver Park Board will endeavor to procure all contracts through an open, public, competitive procurement process.

#### 4.2. *No Public Call on Purchases \$75,000 (\$200,000 for Construction) or Less*

The Chief Purchasing Official will endeavor to obtain at least three bids for contracts that are expected to have a total purchase price of no more than \$75,000 for goods and services and no more than \$200,000 for construction. The Chief Purchasing Official's office will obtain prices from internal price records or solicit prices by telephone or in writing from known suppliers depending on the value of the purchase. Records of prices solicited will be available on request.

#### 4.3. *Public Calls for Purchases over \$75,000*

The Chief Purchasing Official will endeavor to procure contracts that are expected to have a total purchase price of more than \$75,000 for goods and services and more than \$200,000 for construction through a public call for responses. Solicitation will be by way of posting the call particulars on the BC Bid website with links to the City's & Park Board's websites. In addition to posting on the BC Bid website, local advertising will be carried out at the discretion of the Chief Purchasing Official where it is deemed appropriate.

## 5. Contract Authority Limits

- 5.1. Except where otherwise indicated, only the Council or Board having jurisdiction has the authority to award a contract under this policy.
- 5.2. Unless otherwise authorized by the City Manager, all calls must be issued by the Chief Purchasing Official's office.
- 5.3. Each of the following members or committees has the authority to award contracts in response to a call issued by the Chief Purchasing Official's office, subject to the following conditions:
  - (a) The contract does not exceed the total purchase price indicated below for the member or committee.
  - (b) The contract term does not exceed the maximum contract term.
  - (c) The contract has approved funding.
  - (d) The member or committee has determined in good faith that the contract represents best value to the Vancouver Group based on the criteria set out in the call documents.
  - (e) For bid committee awards (but only where it is a formal invitation to tender over \$2,000,000), the City Solicitor has concurred on the award.

**Category Manager:** for less than \$75,000, with Chief Purchasing Official concurrence

**Chief Purchasing Official:** from \$75,000 and less than \$250,000, with Category Manager concurrence

**Park Board General Manager:** from \$250,000 and less than \$500,000, with Chief Purchasing Official concurrence

**Vancouver Park Board:** from \$500,000 and less than \$2,000,000 with Bid Committee and Chief Purchasing Official concurrence

**Council:** \$2,000,000 and greater, with Vancouver Park Board, Park Board General Manager, City Manager and Director, Legal Services concurrence

- 5.4. Contract awards that do not meet the criteria set out in section 5.3 above must be approved by:
  - (a) the Vancouver Park Board General Manager and Chief Purchasing Official if less than \$500,000;
  - (b) the Vancouver Park Board, Bid Committee and Chief Purchasing Official if \$500,000 or greater but less than \$2,000,000
  - (c) by Council, the Vancouver Park Board, Park Board General Manager, City Manager, with concurrence from the Director, Legal Services if \$2,000,000 or greater.

## 6. Signing Authority

- 6.1. All contracts awarded by a Category Manager, General Manager, or the Bid Committee (or their designates), must be signed by both that person as

well as the Chief Purchasing Official, and all contracts authorized by the Chief Purchasing Official must be signed by both the Chief Purchasing Official and the applicable Category Manager.

- 6.2. All contracts that have been awarded by the Vancouver Park Board General Manager will be signed by the Chief Purchasing Official.
- 6.3. All contracts that have been awarded by the Vancouver Park Board will be signed by the Bid Committee and Chief Purchasing Official.
- 6.4. All contracts that have been awarded by Council will be signed by Vancouver Park Board General Manager, the City Manager and the Director of Legal Services.
- 6.5. All contracts that required the approval of the City Solicitor pursuant to section 3 [Legal Requirements] of this policy, must be signed by the City Solicitor in addition to the authorized signatories referred to in section 6.1 above.

## 7. Change Orders

- 7.1. The Park Board General Manager will have the authority to approve change orders up to the project budget. All Change orders are conditional on the following;
  - (a) there are sufficient uncommitted funds within the existing project budget for that project to cover the cost of the change order, and
  - (b) the change order does not materially alter the scope of work of the project.
- 7.2. Change orders for projects which have exceeded their budgets (including budgets adjusted by transfers) must be forwarded to the Vancouver Park Board for approval if the project budget has been exceeded by the greater of the following two limits:
  - (a) 15% of the project budget
  - (b) \$50,000

## 8. Renewals/Extensions

- 8.1. The Chief Purchasing Official will endeavor to ensure that contracts are not renewed or extended past the maximum contract term except where expressly authorized by the sole source provisions of this policy and that in all other cases there is a new call for the goods or services which are the subject of the expiring contract.
- 8.2. In the event that the sole source provisions of this policy do not apply to a renewal or extension, only the Vancouver Park Board or the City Manager (on the written request of the Chief Purchasing Official) may approve such renewal or extension.



## 9. Exceptions - Sole Sourcing, Consulting, Credit Card Purchases, Etc.

### 9.1. Sole Source Contracts

Despite section 4 above, competitive bidding is not required and a contract may be sole sourced in the following circumstances. (Procurement of 'goods via auction', used goods or distress sale goods, will also be considered to be sole source purchases and may only be authorized in accordance with this section):

#### (a) Small Value Contracts

Where the contract does not exceed \$5,000 and the Vancouver Park Board representative is satisfied that the contract price is best value.

#### (b) Emergency

Where goods, services or construction are urgently required and delay would be injurious to the public interest, provided

- the City Manager has so determined this to be the case, where the required sole source contract total purchase price is in excess of \$250,000
- the Chief Purchasing Official has so determined this to be the case if the required sole source contract total purchase price is not in excess of \$250,000
- the sole source contract is signed by the City Manager, Park Board General Manager and Director of Legal Services if in excess of \$250,000 and signed by both the Park Board General Manager and Chief Purchasing Official if not in excess of \$250,000
- the Chief Purchasing Official promptly issues a public notice so as to give the vendor community notice of the contract and an opportunity to comment on same

#### (c) Single Supplier

Where, to the best of the Chief Purchasing Official's knowledge, only one supplier is available and capable of performing the contract, and it would not be practical and expeditious to enter into a competitive process, provided

- the sole source contract is not signed until after the Chief Purchasing Official has posted (for at least 14 days) a Notice of Intent to Contract on the BCBid web-site or such other public forum as the Chief Purchasing Official may deem appropriate, advertising the City's intent to enter into a contract without a public competitive procurement process
- no complaints or concerns have been lodged in response to the Notice of Intent to Contract (or if there have been any such

communications, the Chief Purchasing Official has relayed these to the City Manager and the City Manager has authorized the sole source to proceed)

- the sole source contract is signed by the City Manager, Park Board General Manager and Director of Legal Services if in excess of \$250,000 and signed by both the Park Board General Manager and Chief Purchasing Official if not in excess of \$250,000

(d) City Manager Authorization

Where the circumstances set out in paragraphs (a), (b) and (c) above do not or may not apply, then the City Manager may authorize a sole source contract provided such contract is signed by the City Manager and a representative of the Vancouver Park Board and the total purchase price does not exceed \$500,000, and the contract is then promptly reported on (i) to the Vancouver Park Board (if the contract is of a confidential or sensitive nature) or (ii) the Chief Purchasing Official for prompt issuance of a public notice so as to give the vendor community notice of the contract and an opportunity to comment on same.

9.2. Employee Credit Card Purchases

Vancouver Park Board employees who have been issued an authorized employee credit card are authorized to purchase goods and services made in strict accordance with the Vancouver Park Board's credit card policy and subject to the limits outlined in that policy.

9.3. Transactions Not Subject to Procurement Process

The following contracts and types of transactions are not covered by this policy (but may be governed by other applicable Council or Park Board policies):

- Purchase of Regulated Tariffed Services (e.g. electricity, transmission portion of natural gas, cable, tariff portion of non-wireless telecommunications services)
- Inter-Governmental Grants/Transfers
- Tax Rebates
- Real Property Transactions (including leases, licences, purchases, sales, easements, rights of way)
- Library Media including Books
- Transactions Specifically Authorized by City's "Transaction-Specific" Standing Authorities

9.4. Other Exceptions

All other exceptions to this policy must be approved by request to the Chief Purchasing Official and then documented by the Chief Purchasing Official and signed by the City Manager and the Park Board General Manager.

## 10. Monitoring and Review

- 10.1. Application of the City's Procurement Policy will be monitored and reviewed by the Chief Purchasing Official who will annually report to the Corporate Management Team and City Council on implementation progress, financial implications, procurements that appear to avoid proper authorizations, supplier compliance, supplier feedback, surplus asset sales, and other stakeholder input. As part of this review, the Chief Purchasing Official will report specifically on application of the sustainable and ethical procurement standards (section 11). Where the City has knowingly entered into, or maintained, contracts with suppliers and their subcontractors who do not fully comply with the Supplier Code of Conduct or the sustainable and ethical standards of this Policy, these exceptions will be reported to Council along with a rationale for maintaining the relationships and plan for improving the performance of the supplier or achieving compliance.

## 11. Sustainable and Ethical Procurement

- 11.1. Sustainable and Ethical Procurement aligns the Vancouver Group's overall approach to procurement with its Corporate Long-Term Priorities related to people, prosperity and the environment.
- 11.2. The Vancouver Group intends to formally recognize and reward within the supplier selection process excellence and innovation among suppliers who demonstrate leadership in sustainability, environmental stewardship and fair labour practices.
- 11.3. The Vancouver Group is committed to safe and ethical workplaces, where human and civil rights are respected. The Vancouver Group will endeavor to ensure that all its suppliers meet and where possible, exceed the performance standards outlined in the Supplier Code of Conduct.
- 11.4. The Vancouver Group is committed to maximizing benefits to the environment and minimizing costs to the Vancouver Group through product and service selection. The Vancouver Group will set minimum specifications for goods and services that achieve environmental benefits such as increased energy and resource efficiency, reduced toxicity and pollution, reduced carbon dependency, zero waste and other environmental attributes. Minimum specifications for key product and services categories will be maintained and updated and periodically presented to Council for endorsement.
- 11.5. The Vancouver Group will use, where appropriate, an evaluation model that incorporates the Total Cost of Ownership of products and services including environmental, social and economic costs and benefits (where reasonably quantifiable). These costs will be factored into the vendor pricing, evaluation and selection process.
- 11.6. The Vancouver Group will give preference where feasible, to products and services that represent a non-carbon alternative, are carbon neutral or that

minimize green house gas emissions and thereby contributes to reducing the carbon footprint of the Vancouver Group.

- 11.7. The Vancouver Group will work collaboratively with suppliers to advance environmental performance of products and services and ensure compliance with the Vancouver Group's Supplier Code of Conduct.
- 11.8. The Vancouver Group will select suppliers based on best value both in terms of the supplier's overall social and environmental performance and the social and environmental attributes of the goods and/or services. Efforts to reduce the overall environmental impacts of their operations and any efforts to advance sustainable and ethical purchasing in the marketplace, above and beyond the minimum requirements of this policy and the Supplier Code of Conduct, will be taken into consideration.
- 11.9. Within the limits set out by applicable trade and investment legislation, and the Vancouver Charter, the Vancouver Group will seek to identify opportunities where procurement activities may serve to leverage Vancouver Group goals related to local economic development and, in particular, support the development of an environmentally sustainable local economy. The Vancouver Group will actively work with the supplier community and economic development agencies to identify and capitalize on such opportunities and catalyze industry relationships through hosting supplier forums, creating opportunities for dialogue with existing and potential suppliers and related outreach programs.
- 11.10. Where opportunities exist, the Vancouver Group will work with other organizations (e.g. municipalities) on monitoring and verification processes to ensure suppliers adhere to all applicable legal requirements and trade agreements.

## **12. Bid Committee/Chief Purchasing Official/Category Manager**

### **12.1. Establishment of the Bid Committee**

The Bid Committee will be established which will consist of the following representation:

- (a) The City Manager
  - (b) The Director of Finance
  - (c) Any Department Head whose budget will be totally or partially funding the award that is before the Committee at any given meeting (in this Section 12 a "Voting Department Head").
- 12.2. A Voting Department Head referred to in Subsection 12.1 (c) is only entitled to vote in respect of an award referred to in that Subsection 12.1(c).
  - 12.3. A quorum of the Bid Committee will be two voting members.

12.4. All business and decisions of the Bid Committee will be posted on a publicly available source subject to the confidentiality provisions of the call documents, the Freedom of Information and Protection of Privacy Act, and any other applicable law.

12.5. Authority of the Bid Committee

Subject always to the limits set out in section 5 above, the Bid Committee is authorized to make an award in respect of a bid call, if all of the following conditions are met:

- The Chief Purchasing Official, after consulting with the Voting Department Head(s) has recommended the award in the report submitted as being in compliance with the terms of the call;
- All voting members of the Bid Committee who are present at the meeting vote in favor of the award.

12.6. Extended Authority of Bid Committee

The Bid Committee is authorized to exercise the power of Council or Board to make an award in the following circumstances:

- If a regularly scheduled meeting of the applicable Council or Board to which the bid would be normally reported for award is cancelled for whatever reason, including labour disruption, and there is no meeting of the applicable Council or Board scheduled either prior to or within the week following the cancelled meeting to which the bid could be reported; or
- If, during the summer recess of the applicable Council or Board or during the period between the last scheduled meeting of the applicable Council or Board and the first meeting of a new Council/Board after an election, no meetings are scheduled or held; and
- The goods, services or construction are urgently required and delay would be injurious to the public interest as determined by the City Manager; and
- The total purchase price of the contract is \$500,000 or greater.

12.7. If the Bid Committee makes an award under Subsection 12.6, the award will be reported by the Chief Purchasing Official to the applicable Council or Board at the next Council/Board meeting.

12.8. The Bid Committee will meet on an as needed basis to make vendor selection decisions. Any award may be referred to Council/Board at any time in the Bid Committee's sole discretion.

12.9. Chief Purchasing Official

The Chief Purchasing Official will have the authority and be responsible for:

- Determining, in accordance with policies and directives as may be adopted or provided from time to time by Council or the applicable

Board, the appropriate form and method by which all goods, services and construction will be procured on behalf of the City, including the form of any call document or contract, the circumstances and means for the pre-selection of equipment and materials, the pre-qualification of bidders, and the delegation to any Vancouver Group member of any aspect of the procurement process.

- Compiling and maintaining a compendium of all policies adopted by the Vancouver Group from time to time affecting the procurement process and communicating such policies to bidders and all staff involved in the procurement process.
- The solicitation of goods, services or construction.
- Determining the method and scope of solicitation, including, without limitation, by public advertising, mailing invitations, posting notices, telecommunicated messages or any combination or all of these.
- Scheduling the place, date and time for the receipt and opening of responses.
- Determining whether recommendations for an award should appropriately go to the Bid Committee or Council or Board as the case may be and as determined by this Policy.
- Reporting to the Bid Committee on all bids where the Bid Committee has authority to make an award.
- Providing advice and support to the Bid Committee.
- Reporting on, along with the Voting Department Head, all bids which must be reported to Council or the appropriate Board.
- Generally monitoring, supervising and reporting to the Corporate Management Team as required from time to time, on the procurement process.
- Acting on behalf of other public bodies when requested to do so by such bodies and where authorized by this policy or Council or the applicable Board.
- Drafting and finalizing procedures and guidelines in respect of any aspect of the procurement process, including any of the listed responsibilities of the Chief Purchasing Official in this section, and ensuring appropriate communication of such procedures and directives to staff and to the public.
- Undertaking a comprehensive review of this policy and all policies affecting the procurement process every five years.

#### 12.10. Authority of Chief Purchasing Official to Pre-Select and to Pre-Qualify

The Chief Purchasing Official will be authorized to determine:

- The selection of specified equipment and materials, if required in the opinion of the department head, for incorporation in any call; and
- In consultation with the Voting Department Head, those bidders meeting the requirements of any pre-qualification call as a basis for the issuance of any subsequent call for the submission of bids.

#### 12.11. Chief Purchasing Official and Opening of Responses

- Responses received by the Chief Purchasing Official in the location specified in the call before the time stipulated for receipt will be opened by the Chief Purchasing Official or designate at the time and location specified in the call, and the names of the bidders will be recorded.
- The prices contained in bids will also be recorded but only where deemed appropriate in the sole discretion of the Chief Purchasing Official.

#### 12.12. Cancellation of Calls

The Chief Purchasing Official will be authorized to cancel any call where:

- (a) There is a request by the Voting Department Head and responses are greater than the funding approval for the award in respect of the call;  
or
- (b) In the opinion of the Chief Purchasing Official or the Voting Department Head:
  - (i) A change in the scope of work or specifications is required and therefore a new call should be issued; or
  - (ii) The goods, services or construction to be provided by the call no longer meet the Vancouver Park Board's requirements;  
or
- (c) In the opinion of the Chief Purchasing Official the integrity of the call process has been compromised.

#### 12.13. Category Managers

Category Managers are responsible for managing a portfolio of spend categories as assigned by the Chief Purchasing Official. This includes strategic sourcing initiatives, vendor management, reviewing and seeking out new technologies and processes that will optimize value for the Vancouver Group and incorporating sustainability as an integral component products/services provided to the Vancouver Park Board.

### 13. Surplus Asset Disposal

- 13.1. If any materials or equipment owned by the Vancouver Park Board are declared by the department head having control over them to be surplus to present and future department requirements, and are declared by the Chief Purchasing Official to be surplus to present and future corporate requirements, the Chief Purchasing Official may either dispose of the materials or equipment by public auction or solicitation deemed appropriate by the Chief Purchasing Official in the circumstances.

- 13.2. Funds received for the disposal of surplus materials and equipment will be credited back to the Vancouver Park Board cost center where the asset originated from prior to being declared surplus.
- 13.3. In exceptional circumstances, surplus assets may be transferred gratuitously to a not-for-profit organization or public agency or sold at less than fair market value when, in the opinion of the Chief Purchasing Official, such action serves the public interest better than sale on the open market, provided always that the contract transferring the asset is signed by the City Manager and Director of Legal Services.
- 13.4. Surplus assets will be segregated for reuse or recycling and those, which are classified as electronic waste, will be recycled according the appropriate governing guidelines for e-waste and in a manner that ensures that toxic products are not sent to landfill.

**14. Co-operative Purchasing**

- 14.1. The Chief Purchasing Official may participate with public bodies in cooperative purchasing.
- 14.2. Participation in co-operative purchasing will be in compliance with the provisions of this policy in proportion with the Vancouver Group’s participation in the co-operative purchasing.

**RELATED POLICIES**

Vancouver Park Board’s Energy Efficiency Purchasing Policy  
 Vancouver Park Board’s Ethical Purchasing Policy  
 Vancouver Park Board’s Purchasing Cards Policy

**APPROVAL HISTORY**

ISSUED BY: Corporate Services	APPROVED BY: Park Board	DATE: April 19, 2010
AMENDED BY:	APPROVED BY:	DATE: