

## EVENTS EAST – Operational Policy

# POLICY: Procurement

### PURPOSE

The Procurement Policy and Protocol contains the principles and guidelines to be followed by all Events East employees. It outlines the protocol to be followed to ensure compliance with appropriate government procurement requirements and to limit financial risk to Events East.

Should circumstances arise related to procurement that fall outside these guidelines, all employees are directed to seek the guidance of the Procurement Analyst or Senior Director Finance & Technology.

### PROCUREMENT POLICY

All goods and services purchased on behalf of Events East must be done in accordance with the appropriate government procurement process and have appropriate supporting documentation indicating the approval of the purchase.

Events East will, where possible, participate in Province of Nova Scotia and Halifax Regional Municipality Standing Offers and Blanket Purchase Orders, to ensure the best value is obtained for goods and services.

Events East's Procurement Policy is intended to closely align to the Province of Nova Scotia Procurement Policy in all fundamental aspects, while adapting to the business and budget environment of Events East.

Further to the amended Halifax Convention Centre Corporation Act, Section 21(2), all agreements or contracts whose value will equal or exceed \$500,000 of spending over its lifetime, including any extensions, must be approved by HRM's Chief Administrative Officer and by the Minister of the Department of Business. Procurements expected to meet this definition should be reviewed by the President and CEO prior to issue.

### PROCUREMENT PROTOCOL

#### **Goods and Services Under \$1,000**

- No PO is required for these types of expenditures with the exception of Food and Beverage, which require a PO for all purchases.

### **Goods and Services \$1,000 - \$10,000 (Not on Standing Offer)**

- Procurement of goods and services in excess of \$1,000 and up to \$10,000 require 3 price quotations which will be obtained by the appropriate Departmental Staff Member (DSM).
  - The DSM will request the quotations in writing. Once received, they will document the recommendation for the purchase along with appropriate back up for the recommendation based on the written quotations received.
  - The DSM will prepare a Purchase Order (PO) based on above recommendation which will be approved by the appropriate Department Head; quotation documentation must be attached to PO and be submitted to Finance.
- All PO approvals must comply with the Signature Authority Policy and Protocol.
- On receipt of a packing slip or invoice the DSM will review and confirm receipt of goods or services, initial and forward to Finance for payment. Should the invoice deviate from the PO beyond established thresholds, approval will be required from the Department Head for the variance.

### **Standing Offers**

Standing Offers are a form of request for quote that is established for a period of time (generally 2 years). Events East can make purchases from vendors whose quotes have qualified under a Standing Offer Request.

Standing Offers are established by the Province of Nova Scotia, Halifax Regional Municipality, and by Events East. PNS also has a similar vehicle called FlexTrack, which is applicable under this protocol. Events East can participate in PNS and HRM standing offers, although approval needs to be obtained from HRM before their standing offers are used. Please consult with the Procurement Analyst to identify existence and use of Standing Offers.

Standing Offers can be used for goods and services up to a maximum of \$25,000 per purchase. For services over \$25,000 and up to a \$100,000, a request for pricing from 3 vendors on standing offer may be obtained, along with a statement of work. For purchases exceeding Standing Offer maximums, a tender process is required. For Purchases from vendors on standing offer for under \$1,000, no PO is required while purchases over \$1,000 require an approved PO.

### **Alternative Procurement (ALTP)**

When special circumstances arise that fall outside of the guidelines listed herein, the DSM is required to seek the guidance of the Procurement Analyst. The process for Alternative Procurement (ALTP) may be applicable.

- To ensure appropriate use of ALTP, a consultation with the Procurement Analyst is required to determine if the proposed procurement meets one of the agreed circumstances (except in an emergency). In case of a disagreement, the procurer may present the proposed ALTP to the CEO for consideration and decision.
- The rationale permitting the ALTP will be documented on an appropriate form and will be signed by the President & CEO of Events East.
- In the instance of ALTP, a PO is still required and the approved ALTP Form should be attached to the corresponding PO.
- ALTP's will not be required for purchases of Memberships, Conferences, Training, Subscriptions, or other situations where only one vendor can provide the good or service.

### **All Other Purchases (RFQ/RFP) and Contracts**

- Procurement of goods and services over \$10,000, and not addressed by Standing Offers or ALTPs, require a tender document (RFP or RFQ) which will be coordinated by the Procurement Analyst.
- The DSM is responsible for notifying the Procurement Analyst of the requirement for an RFP/RFQ and ensuring that the appropriate amount of time is allocated to complete the tender process.
- All RFPs must be submitted to the Senior Director Finance & Technology for review prior to being issued.
- RFPs, RSOs and RFQs must be posted by the Procurement Analyst to the Provincial Procurement Services website.

### **Monitoring and Tracking**

- All original, signed purchase contracts must be submitted to Procurement Analyst to be stored in corporate contract files.
- Procurement Analyst will periodically monitor expiry dates of procurement contracts and follow up with contract owner for instructions.
- Compliance to this policy is the responsibility of all Events East Managers and Directors.
- Compliance is monitored by Finance and any instances of non-compliance are directed to the applicable Manager or Director.