



Policy Name:	Purchasing of Goods and Services Policy	Policy #:	P-06
Policy Category:	Governance	Date:	December 17, 2019
Policy Owner:	Board of Directors	Next Review Date:	January 2023

**Guiding Principles**

Marie Dressler Foundation (the "Foundation") is committed to promoting and maintaining the integrity of the purchasing process while obtaining the best value by ensuring quality, efficiency and effectiveness.

This policy will ensure transparency and accountability of the Foundation's purchasing of goods and services while protecting the financial best interest of the Foundation.

Wherever possible, and subject to the provisions of this policy, it is the intention of the Foundation to purchase goods and services from local suppliers/contractors.

**Procurement Methods for Goods and Services and Construction**

Procurement of goods and services and construction will satisfy the requirements of contribution agreements and/or grant agreements directly related to those procurements.

The Board of Directors will delegate approval authority to specified signing officers of the Foundation from time to time with respect to procurement of goods and services and construction.

All purchases of goods and services shall be undertaken utilizing one of the following methods of procurement:

**Direct Purchasing**

Where the cost of an item is equal to or less than \$5,000. no competitive quotations are required.

**Request for Quotation**

Where the cost of the item exceeds \$5,000., a minimum of two quotations shall be requested based on specifications supplied by the Foundation.

The best value for the Foundation can be achieved by a selection on the basis of the lowest compliant bid that meets specification.

**Sole and single sourcing**

Sole sourcing will be permitted if one or more of the following circumstances apply:

- a) One supplier possessing the unique ability or capability to meet the requirements of the Foundation due to a patent, sales/distributor agreement, or copyright
- b) Service is obtained from a public utility
- c) The supply relates to the purchase of parts and service that must be compatible with the goods and services previously supplied, the product standards, and there are no reasonable alternatives to the products or services.

- d) To maintain warranty or service agreement compliance
- e) When the required item is covered by an exclusive right such as a patent, copyright or exclusive license
- f) There is an absence of competition for technical reasons and the goods and services can only be supplied by a particular supplier
- g) There are no quotes in response to an invitation for quotes
- h) When the competitive procurement may be found to be impractical

Where long-term valued relationships exist with material, equipment or support service providers, they should be examined periodically to ensure that the Foundation is getting the best value when purchasing.

Any Director or employee of the Foundation who has a pecuniary interest in any purchase of goods and services and construction for the Foundation, must declare this conflict of interest. The person(s) declaring the conflict of interest will not be permitted to participate in the decision making regarding the purchase.

**Document History:**

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