

viaSport Policy	
Policy Type:	Operational Policy
Created:	December 2024
Revised:	-
Reviewed:	Every 2 years
Policy Name:	Procurement Policy

1) POLICY STATEMENT

- a) viaSport will establish and maintain an effective procurement management process acquiring goods, programs and services that support operations while ensuring everyone is aware of their responsibilities within the process.

2) PURPOSE

- a) To streamline the procurement process while maintaining adequate controls and securing the highest quality of required goods, programs and/or services at the best price possible.

3) SCOPE

- a) viaSport has limited resources therefore all goods, programs, and/or services acquired and utilized by viaSport must be the most efficient and cost effective.

4) DEFINITIONS

- a) Purchasing Request – a product or service request that supports delivery against objectives within the annual operational plan.

5) STANDARDS

- a) The COO is responsible for ensuring there is a Procurement Policy and Procedures in place.
- b) viaSport Staff are responsible to understand and follow the Procurement Policy and Procedures.
- c) Any employee or group of employees can advance purchasing request.
- d) Any new initiative needs to be identified during the annual planning cycle in Q3 to be considered for the following operational year (commencing April 1).
- e) Any proposal must address an operational or strategic gap or need, and be supported by a minimum of one department director.
- f) Any proposal must include a cost benefit analysis, risk assessment, and financial Impact.
- g) Any proposal must take into consideration the following principles:
 - i) Transparency – ensuring all procurement activities are conducted openly and fairly. Information about procurement opportunities and process will be readily available to any potential supplier.
 - ii) Fair Competition – ensuring all procurement activities will promote fair competition among vendors/suppliers, ensuring equal opportunities for all qualified ones.

- iii) Ethical Conduct – ensuring all staff involved in the procurement process and decision making maintain the highest ethical standards, act in the best interest of viaSport and avoid any real or perceived conflicts of interest.
- iv) Needs Assessment – ensuring procurement activities are initiated based on a comprehensive needs assessment that ensures purchases are aligned to viaSport operational and strategic requirements.
- v) Vender Selection – ensuring vendors/suppliers will be selected through a competitive and transparent process that may include requests for proposal (RFPs), requests for quotations (RFQs), and/or invitations to bid (ITBs). Preference is provided to Canadian-based service providers.
- vi) Vendor Evaluation – ensuring vendor/supplier performance is evaluated based on predefined criteria/requirements/standards including quality, cost, delivery, and compliance with the contractual terms.
- h) Any approved proposal that is valued over \$25,000 must ensure vendors/suppliers/contractors are selected through a competitive and transparent process that includes one of the following:
 - i) Requests for proposal (RFPs),
 - ii) Requests for quotations (RFQs), and/or
 - iii) Invitations to bid (ITBs)
- i) For any approved proposal that is valued between \$10,000 and \$25,000 the Department Director must provide a Memo or Briefing Note to the COO that provides detailed rationale for the selected vendor/supplier/contractor including the relevant and related work experience, alignment to viaSport values and a list of other vendors/suppliers/contractors that were considered.

6) APPLICABLE OPERATIONAL PROCEDURES

- a) Procurement Procedures

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