

Goods, Services, and Asset Procurement



Community. Leadership. Pride.

**Policy
2015-09**


	AUTHORIZED BY	Director of Operations səxʷkʷuləm kʷel yʷayʷat
	EFFECTIVE DATE	2017-11-20
	DEPARTMENT / PROGRAM	Financial Services
	REVIEW DUE DATE	2020-11-20

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Revision History			
Entry ID	374389	Total Number of Pages	17
Date	Revision	Changes	
2015-01-25	2015-09.01	Conversion of WFN Purchasing Policy 120827 and drafting approved 2017-07-06. GIPs 3029 approved 2017-04-13 and GIP 3081 approved 2017-05-15.	
2017-11-20	2015-09.02	Approved and signed by the Director of Operations on November 20, 2017.	

1. Policy

Goods, services, and asset procurement will be delivered in a manner that satisfies Westbank First Nation's vision of effective, accountable, and transparent government and results in best value to Westbank First Nation (WFN).

2. Purpose

The purpose of this policy is to instruct WFN staff on the standardized procurement of goods, services, or assets.

3. Scope

This policy applies to the Council, Council Committees, employees, and any other persons with authority to conduct activities in connection with procurement on behalf of WFN.

This policy is a review, update, and revision of WFN Purchasing Policy 120827, approved by Resolution of Council #120827-10, and signed by the Director of Operations on August 27, 2012, and supersedes WFN Purchasing Policy 120827.

a) Procurement Principles

- i. Procurement methods must be fair, objective, and transparent.
- ii. Where all factors are equal, WFN Member-Owned Businesses or employers who employ WFN Members will be awarded first.
- iii. All proposals, bids, and quotes will include the Calculation for WFN Employment and Contractor Engagement with Schedule 1, 2, and 3 (Appendix A) as part of the evaluation package.
- iv. Procurements will be in compliance with Purchase Authorization Limits (Appendix B).
- v. Procurement will reflect the most sustainable and environmentally friendly practices, or have the least negative environmental impact, pursuant to Section 3.b).
- vi. In instances where there is an Emergency situation where an imminent threat exists to public health or safety, an essential service, the welfare of persons, public property, or the security of WFN or its interests, and response to the Emergency requires immediate procurement of goods or services, the procurement bidding process may be bypassed if the Emergency does not allow sufficient time to follow the Competitive Bid process.
- vii. Surplus Asset Disposal will be offered to WFN Government first, WFN affiliates second, Membership third, and community fourth.

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- vii. Employees procuring will seek the Best Value for WFN purchasing dollars.
 - viii. Employees must declare to their supervisor, any personal interest which might reasonably be deemed to affect impartiality.
 - ix. Employees must avoid any continuing relationship with a supplier that may prevent fair competition.
 - x. Employees must declare any business gifts received to their supervisor.
 - xi. Employees procuring will capitalize on the use of resources to obtain maximum benefit for WFN.
- b)** Departments are required to promote environmentally sustainable purchasing by reviewing and modifying existing specifications, or writing new specifications, to include environmentally sustainable choices subject to both suitability and cost, while applying the general principles to;
- i. Specifying products that do not harm the environment in their manufacture, use, or disposal (third party certification such as the “Eco Log” or “Energy Star” may be used),
 - ii. Securing comprehensive, accurate, and meaningful information about the environmental performance of products or services sufficient to determine environment preferability; and
 - iii. Considering the environmental factors along with price and performance.
- c)** Departments responsible for processing and authorizing Competitive Bids must;
- i. Use discretion and best judgment when applying this policy in combination with all related governance, and work with the Purchasing Department to ensure use of the best mechanism for the desired outcome,
 - ii. Provide a copy of the full description of the opportunity to any person who requests it; and
 - iii. After the closing date, review all quotations received.

4. Definitions

“Assets” refers to those items belonging to WFN, regarded as having value, and as being available to meet debts, commitments, or legacies such as equipment, buildings, and land that have been purchased or constructed by WFN.

“Best Value” is a procurement methodology that factors in price, quality, experience, knowledge, expertise, geographic location, availability, suitability or compliance with specification, supplier financial stability, supplier performance characteristics and references, source of supply, time, initial costs, operation and maintenance, sustainability and environmental impact.

“Competitive Bid” is a step in the procurement bid process in the initial public offering process whereby vendors submit sealed bids to WFN and the contract is awarded to the vendor with the Best Value.

“Direct Purchase” is the method used for purchasing low dollar value goods or service up to two hundred and fifty Canadian dollars (\$250.00 CDN).

“Emergency” means exceptional circumstances, including but not limited to circumstances relating to health, safety, and socio-economic issues which were not reasonably foreseeable.

“Fairness” refers to providing qualified firms and individuals with an equal opportunity to compete for WFN contract work; and to evaluating Tenders and proposals in accordance with Section 3.a).

“Member-Owned Business” holds a valid business license and one or more WFN Member(s) hold controlling ownership interest (fifty-one per cent).

“Preferred Supplier List” is a list of preferred suppliers with input from WFN employees, which identifies suppliers who have provided strategic, Best Value, or exceptional service, building beneficial long term relationships with WFN.

“Purchase Order” is the purchasing method utilized when a Purchase Card (P-Card) cannot be used for payment. Typically Purchase Orders are for “one time” ordering and authorizing payment for goods or services received.

“Request for Expression of Interest (RFEOI)” is a standard multi-staged business process, within a procurement bid process, used to shortlist potential suppliers before seeking detailed bids from the shortlisted tenderers.

“Request for Quotation (RFQ)” is a standard business process, within a procurement bid process, used to formally invite suppliers into a bidding process to bid on specific assets, products, or services.

“Request for Proposal (RFP)” is a procurement method, within a procurement bid process, used to publically advertise to suppliers to elicit proposals from potential vendors.

“Standing Purchase Order” is the purchasing method used for the continuous, fiscal year supply of goods or services from a specific supplier.

“Surplus Asset Disposal” is the method of disposing of surplus Assets which are no longer required due to lack of use, obsolescence, poor condition, or excessive maintenance costs.

“Tenders (ITT)” is a procurement bid process, and refers to a call for bids, call for Tenders, or invitation to tender (ITT, often called tender for short). This procurement method is used to generate competing offers from different bidders looking to obtain an award of business activity in works, supply, or service contracts in excess of seventy-five thousand Canadian dollars (\$75,000.00 CDN).

“WFN Purchase Card (P-Card)” means a WFN corporate credit card used to purchase and procure supplies and material for use by WFN.

5. Responsibilities

- a) Council is responsible for the approval of ITTs or RFPs where the dollar value is seventy-five thousand Canadian dollars (\$75,000.00 CDN) or higher.
- b) The Director of Operations is responsible for;
 - i. Approving the WFN Purchasing and Signature Authorization Limits (Appendix B) annually which is used to assign approval limits,
 - ii. Approving the Surplus Asset Disposal of items with a monetary value over the Department Head’s authorization limit (Appendix B),
 - iii. Authorizing the immediate procurement of goods and services that the Director of Operations deems necessary to address an Emergency situation; and
 - iv. Reporting on Emergency expenditures in accordance with Section 6.b) of this policy.
- c) The Director of Finance is responsible for;
 - i. Establishing and annually amending the WFN Purchasing and Signature Authorization Limits (Appendix B) to assign approval limits,
 - ii. Amending WFN Purchasing and Signature Authorization Limits (Appendix B) as required,
 - iii. Auditing the Preferred Supplier List at least once every three (3) years to ensure that each supplier on the list is delivering the Best Value; and
 - iv. Approving the Preferred Supplier List.
- d) The Purchasing Manager is responsible for;
 - i. Providing guidance and direction to purchasing Departments and Managers,

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- ii.** Maintaining this policy and its related governance instruments,
 - iii.** Annually reviewing the Preferred Supplier List to ensure that each supplier on the list is delivering the Best Value,
 - iv.** Establishing and maintaining purchase limits for total goods and/or services from any particular vendor over any period of time, which must not be delegated,
 - v.** Monitoring purchases over five hundred thousand Canadian dollars (\$500,000.00 CDN) in accordance with Section 6.a)ii. of this policy,
 - vi.** Monitoring for improper approval given for divided purchases or contracts is an attempt to avoid correct purchasing or procurement protocols, which monitoring must not be delegated,
 - vii.** Advertising for RFEOI and all Competitive Bid types by posting opportunities, at a minimum, on WFN's website,
 - viii.** Determining which purchasing process or bid process is appropriate to meet the procurement needs of WFN,
 - ix.** Monitoring WFN Employment and Contractor Engagement with Schedule 1, 2, and 3 (Appendix A) submissions in accordance with Section 6.a)i. of this policy; and
 - x.** Approving and disposing of items identified for Surplus Asset Disposal with a monetary value, to ensure the best possible return or benefit to WFN.
- e)** Department Managers are responsible for;
- i.** Approving, or delegating the responsibility of approval for, all Purchase Orders and invoices,
 - ii.** Advising, in writing, the Director of Finance of any delegation of signing authority,
 - iii.** Ensuring funds are available in duly authorized accounts prior to making commitments for procurement of goods, services, or assets,
 - iv.** Promoting and supporting the purchasing and use of environmentally sustainable products; and
 - v.** Ensuring their Department's purchasing practices are in compliance with this policy.

- f) Departmental employees performing procurement duties are responsible for;
 - i. Adhering to, and applying the principles of, this policy including utilizing the suppliers named in the Preferred Supplier List,
 - ii. Completing and submitting Calculation for WFN Employment and Contractor Engagement with Schedule 1, 2, and 3 (Appendix A) as outlined in Section 3.a)iv.; and
 - iii. Buying on the open market, giving suppliers an opportunity to quote and tender on goods or services to be acquired, and where practical, making suppliers aware of WFN needs as they arise.

6. Monitoring and Reporting

The purchasing function is a semi-decentralized process within the Financial Services Department which has overall responsibility for the monitoring and reporting on compliance of this policy.

a) Monitoring for Cost Savings and Efficiencies

- i. Submitted Calculations for WFN Employment and Contractor Engagement with Schedule 1, 2, and 3 (Appendix A) will be monitored for compliance by the Purchasing and AP Administrator.
- ii. All purchases over five hundred thousand Canadian dollars (\$500,000.00 CDN) must be monitored by the Purchasing Manager to ensure the Tenders process is followed as outlined in this policy and all related governance identified in Section 8.
- iii. The Preferred Supplier Lists must be reviewed annually pursuant to Section 5.d)iii of this policy.
- iv. The Preferred Supplier Lists must be audited pursuant to Section 5.c)iii of this policy.

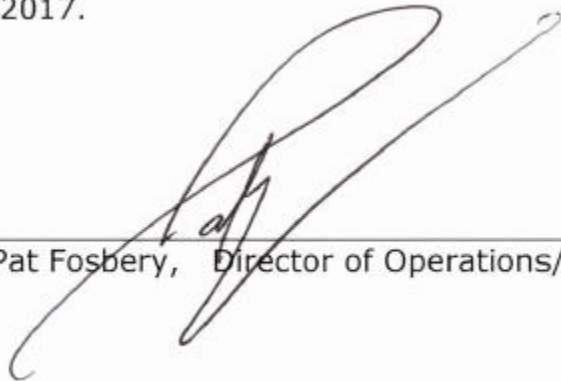
b) Reporting on Emergency Procurements

The Director of Operations must provide Council with a full report regarding the Emergency and its related expenditures as soon as practical, and not more than sixty (60) days after the Emergency.

7. Approval

The Director of Operations approved this policy on the 20th day of November,

2017.



Pat Fosbery, Director of Operations/səxʷkʷuləm kʷel yʷayʷat

8. References and Related Authorities

[Westbank First Nation Self-Government Agreement](#)

[Westbank First Nation Constitution](#)

[WFN Strategic Plan 2016-2019](#)

WFN Governance

[Policy 2016-14 Purchase Card \(P-Card\) Use, Limits and Controls](#)

[Procedure 2016-24 Purchase Card \(P-Card\)](#)

Procedure 2015-07 Employee Goods, Services, and Asset Procurement Handbook

Standard 2016-02 Sustainable Vehicle Procurement

Guideline 2017-01 Environmentally Sustainable Product Procurements

9. Attachments

Appendix A– WFN Employment and Contractor Engagement with Schedule 1, 2, and 3

Appendix B–WFN Purchasing and Signature Authorization Limits


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Appendix A-WFN Employment and Contractor Engagement with Schedule 1, 2, and 3



Calculation for WFN Employment and Contractor Engagement

Competitive Process Identification Number:
(RFP#, RFQ#, RFEOI#, Etc.) _____

Name of participating Proponent or Supplier: _____

Date: _____

Adjusted Price Calculation

Total Price of Proposal, Quote, Bid		(1)
Other Adjustments or Corrections		(2)
WFN Member Employment Credit Report (Schedule 1)	(3)	
WFN Member Subcontractors/Suppliers Credit Report (Schedule 2)	(4)	
WFN Member owned Business reduction Credit Report (Schedule 3)	(5)	
Less Total Adjustments (sum of 3, 4, and 5)		(6)
Grand Total Adjusted Price (1 plus 2 minus 6)		


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Appendix A-WFN Employment and Contractor Engagement with Schedule 1, 2, and 3



Schedule 3

WFN Member Owned Business Credit Report

Bid Reduction Table	
Amount of Proposal, Bid, or Quote	Reduction % Or Maximum Deduction
\$0 - \$5,000	20%
\$5,001 - \$15,000	15%
\$15,001 - \$75,000	10%
\$75,001 - \$350,000	8%
\$350,001 - \$1,000,000	7.5%
\$1,000,001 +	Maximum Deduction \$75,000

Band Member Owned Business: Yes No

If No – Enter Zero (0) in Line Item #5

Total Price of Proposal, Bid, or Quote: _____

Enter Amount in Line Item #5: _____
 (Total Price of Proposal, Bid, or Quote X Reduction % or Maximum Deduction)

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Appendix B–WFn Purchasing and Signature Authorization Limits

WFn Purchasing and Signature Authorization Limits As of August 28, 2016					
Department	Sub Department/Office	Senior Manager	Position	Limit	Authorized GL Code(s)
Administration	Communications	Director Of Operations	Manager Economic Development and Communications	\$10,000.00	01-2-014000-XXXXX
Administration	WFn Administration	Director Of Operations	Chief Administrative Officer (CAO)	\$75,000.00	01-2-011XXX-XXXXX
			Executive Assistant	\$1,000.00	
Allotment Commission	Allotment Commissioner	Director Of Development Services	Director of Development Services	\$5,000.00	01-2-05XXXX-XXXXX
Community Services	Member Services inc Elders, Employment	Director Community Services	Member Services Supervisor	\$5,000.00	01-2-17XXXX-XXXXX
Community Services	Member Services Elders	Member Services Supervisor	Elder's Coordinator	\$1,000.00	01-2-174000-60277 (Elders Housing), 01-2-176XXX-XXXXX (Elders)
			Principal Sənsisyustan	\$5,000.00	19-2-50XXXX-XXXXX
Community Services	Sənsisyustən School	Director Community Services	Administrative Assistant	\$1,000.00	
Community Services	Social Development	Director Community Services	Education Services Manager	\$5,000.00	01-2-11XXXX-XXXXX
Community Services	Health Services	Director Community Services	Health Services Manager	\$5,000.00	01-2-12XXXX-XXXXX
Community Services	Employment & Training (OTDC)	Director Community Services	Education Services Manager	\$5,000.00	01-2-13XXXX-XXXXX
Community Services	Active Measures - Life Skills	Director Community Services	Education Services Manager	\$5,000.00	01-2-093XXXX-XXXXX
Community Services	WCDC	Director Community Services	WCDC Manager	\$5,000.00	18-2-XXXXXX-XXXXX
Community Services	Education	Director Community Services	Education Services Manager	\$5,000.00	01-2-10XXXX-XXXXX
Community Services	Recreation & Youth Programs	Director Community Services	Youth and Recreation Manager	\$5,000.00	55-2-36XXXX-XXXXX
		Youth and Recreation Manager	Youth Team Leader	\$1,000.00	
Community Services	Addictions, Mental Health, FASD	Director Community Services	Clinical Care Manager	\$5,000.00	01-2-122000-XXXXX, 01-2-129100-XXXXX, 01-2-129400-XXXXX, 01-2-015XXX-XXXXX
Community Services	CS Manager	Director Of Operations	Director Community Services	\$10,000.00	01-2-09XXXX-XXXXX
Community Services	Early Years	Director Community Services	Early Years Manager	\$5,000.00	01-2-121300-XXXXX, 18-2-451400-XXXXX, 18-2-454000-XXXXX
Council Secretariat	Council Secretariat	Director Of Operations	Council Secretariat	\$10,000.00	01-2-011100-XXXXX
		Legal Counsel	Legal Services Supervisor	\$5,000.00	
Law Enforcement	Law Enforcement	Director Of Operations	Council Secretariat	\$10,000.00	55-2-25XXXX-XXXXX
		Legal Counsel	Legal Services Supervisor	\$5,000.00	

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Appendix B–Purchase Authorization Limits (Cont’d)

WFN Purchasing and Signature Authorization Limits As of August 28, 2016					
Department	Sub Department/Office	Senior Manager	Position	Limit	Authorized GL Code(s)
		Legal Counsel	Legal Services Supervisor	\$5,000.00	
Repository	Repository	Manager IGA	Repository Manager	\$1,000.00	01-2-180000-XXXXX
			Curatorial and Heritage Researcher		
Culture	Culture	Manager IGA	Recording Secretary	\$500.00	01-2-181000-60115
Public Arts Committee	Public Arts Committee	Manager IGA	Director Community Services	\$10,000.00	01-2-181000-XXXXX
			Curatorial and Heritage Researcher	\$1,000.00	01-2-184000-XXXXX
Development Services	Public Works	Manager of Engineering	Superintendent of Public Works	\$5,000.00	55-2-30XXXX-XXXXX
			Maintenance Foreman	\$2,500.00	55-2-30XXXX-XXXXX
			Landscape & Parks Supervisor	\$2,500.00	55-2-30XXXX-XXXXX
			Public Works Clerk II	\$500.00	55-2-30XXXX-XXXXX
Development Services	Utilities	Manager of Engineering	Utilities Supervisor	\$5,000.00	65-2-XXXXXX-XXXXX
Development Services	Property Management & Royal Bank Building	Manager of Engineering	Property Supervisor	\$5,000.00	12-2-40XXXX-XXXXX, 16-2-651000-XXXXX
Development Services	Gym Facility Operations	Manager of Engineering	Property Supervisor	\$5,000.00	55-2-160000-XXXXX
Development Services	Non Profit Housing	Property Supervisor	Housing Coordinator	\$1,000.00	13-2-14XXXX-XXXXX
Development Services	Infrastructure Engineer	Manager of Engineering	Civil Engineering Technologist	\$5,000.00	55-2-201XXX-XXXXX, 55-2-21XXXX-XXXXX, 01-2-33XXXX-XXXXX, 55-2-34XXXX-XXXXX
Development Services	Engineering Manager	Director Of Development Services	Manager of Engineering	\$7,500.00	55-2-201XXX-XXXXX, 55-2-21XXXX-XXXXX, 01-2-33XXXX-XXXXX, 55-2-34XXXX-XXXXX
Development Services	Planning and Development	Director Of Development Services	Planner	\$2,500.00	55-2-201XXX-XXXXX, 55-2-21XXXX-XXXXX, 01-2-33XXXX-XXXXX, 55-2-34XXXX-XXXXX
Development Services	Building Inspection	Director Of Development Services	Building Inspector	\$2,500.00	55-2-24XXXX-XXXXX
Development Services	Planning, Inc DCC's	Director Of Operations	Director of Development Services	\$25,000.00	55-2-201XXX-XXXXX, 55-2-21XXXX-XXXXX,
		Director Of Development Services	Executive Assistant, Developmental Services	\$1,000.00	55-2-23XXXX-XXXXX, 01-2-33XXXX-XXXXX, 55-2-34XXXX-XXXXX
Development Services	Lands Management	Director Of Development Services	Director of Lands	\$5,000.00	01-2-20XXXX-XXXXX
Financial Services	Information Technology	Director of Finance	IT Manager	\$5,000.00	01-2-015000-XXXXX
	Financial Services	Director Of Operations	Director of Finance	\$25,000.00	01-2-040000-XXXXX



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Appendix B–Purchase Authorization Limits (Cont’d)

WFN Purchasing and Signature Authorization Limits As of August 28, 2016					
Department	Sub Department/Office	Senior Manager	Position	Limit	Authorized GL Code(s)
Financial Services		Director of Finance	Accounting Coordinator	\$5,000.00	
			Budget & Financial Reporting Manager	\$5,000.00	
			Purchasing & Accounts Payable Administrator	\$2,500.00	
	Director of Finance	\$300.00	01-2-040000-60819		
	Health and Wellness Allowance	Director of Finance	Accounting Coordinator		
			Budget & Financial Reporting Manager		
Financial Services (Trading Post)	Trading Post	Accounting Coordinator	Trading Post Retail Supervisor	\$1,000.00	15-2-XXXXXX-XXXXX
Local Govt Services	Property Taxation	Director of Finance	Surveyor of Taxes	\$5,000.00	56-2-XXXXXX-XXXXX
Human Resources & Administration	Human Resources	Director Of Operations	Manager Human Resources & Administration	\$10,000.00	01-2-011160-XXXXX, 01-2-011000-60670
Human Resources & Administration	Admin Supervisor	Manager Human Resources & Administration	Administration Supervisor	\$1,000.00	01-2-011000-XXXXX
Human Resources & Administration	Records Management	Legal Counsel	Records Management	\$1,000.00	01-2-011165-XXXXX
Inter-Governmental Affairs	IGA Manager	Director Of Operations	Manager IGA	\$10,000.00	01-2-06XXXX-XXXXX, 55-2-066XXX-XXXXX
		Manager IGA	Senior Researcher	\$5,000.00	
Inter-Governmental Affairs	IGA Archaeology	Manager IGA	Archaeology Supervisor	\$5,000.00	01-2-0631XX-XXXXX
			Assistant to IGA	\$1,500.00	
Pine Acres	Elders Care Facility	Director Of Operations	Administrator	\$15,000.00	Pine Acres Codes
Each Senior Manager/Director has a limit authorized by the Director of Operations. Staff Members below Senior Manager have a limit authorized in turn by the Senior Manager. This document is to be authorized by the appropriate Director/Manager and placed for reference on the public drive.					
AUTHORIZED BY					
Senior Manager / Director in Charge			Date		

Westbank First Nation Approved Chief and Council (single item) purchase authorities as of January, 2016						
The following grid reflects the attached Council Resolution 130729-07						
The limit is for single expense items. Budget and Remuneration Law limits all still apply.						
Position	Description	GL Code	Personal Authority Limit	2 Council Members Signature Limit	Council Resolution (Pre-Approval) Required	Signature
Chief	WFN Chief Individual Expenses	01-2-070012-XXXXX	\$2,500	\$5,000	Over \$5,000	
Councillor	WFN Councillor Individual Expenses	01-2-070008-XXXXX	\$1,500	\$5,000	Over \$5,000	
Councillor	WFN Councillor Individual Expenses	01-2-070011-XXXXX	\$1,500	\$5,000	Over \$5,000	
Councillor	WFN Councillor Individual Expenses	01-2-070014-XXXXX	\$1,500	\$5,000	Over \$5,000	
Councillor	WFN Councillor Individual Expenses	01-2-070004-XXXXX	\$1,500	\$5,000	Over \$5,000	
Assistant	Council General Expenses	01-2-071000-XXXXX	\$1,000	\$5,000	Over \$5,000	