

Chukuni Communities Development Corporation

Policy

**SUBJECT:
PROCUREMENT**

**EFFECTIVE DATE:
JANUARY 2014**

Chukuni Communities Development Corporation (CCDC) supports community economic development by assisting communities located within its catchment area to strengthen and diversify their economies.

As a community-based, non-profit organization, CCDC is run by a Board of Directors of local volunteers. It is staffed by professionals who encourage entrepreneurship and the pursuit of economic opportunities. CCDC is funded by the Federal Government through Industry Canada/FedNor and carries out the following services:

- Access to capital
- Business services
- Strategic community planning and development

Collectively, the Board of Directors carries the fiduciary responsibility for the organization. The entire Board is responsible for the financial health of the organization and as such will avoid any procuring or contracting situations that would be contrary to, or conflict with, its mandate, agreements with funding agencies, any applicable legislation and any of the Corporation's policies.

The CCDC Board of Directors agrees to abide by the general conditions as outlined in the contribution agreement with the Minister.

CCDC shall, in the procurement of goods and services in relation to the conduct of the corporation's activities, use its best efforts to achieve best value. The competitive bidding process will be used for significant capital purchases and contracts for services unless prior written authorization is received from the Minister to do otherwise.

CCDC, in purchasing goods and services for the Project, shall provide a full and fair opportunity for use of Canadian carriers, suppliers and sub-contractors to the extent that they are competitive and available.

Whenever appropriate, giving due consideration to price, quality, service and cost efficiencies, the corporation is strongly encouraged to acquire products and services from regional suppliers in regional communities.

The Board of Directors approves purchases for goods and services annually in the budget. Goods and services not pre-approved by the Board of Directors during the budget process cannot be obtained or funds engaged without the Board's approval.

Equipment purchase costs exceeding \$2,500 require the prior written approval of the Minister to be eligible for reimbursement.

The Board of Directors has authorized the Manager to purchase non-capital and capital goods up to \$2,500 and services up to \$2,500 as long as these non-capital goods, capital goods and

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services have been pre-approved in the annual budget. Any other capital goods and services exceeding \$2,500 or not pre-approved in the annual budget require prior Board approval.

CCDC has adopted this policy to ensure that the procurement of goods and services is acquired in a consistent manner that provides CCDC with the greatest possible value. CCDC will purchase goods or services and form appropriate contract agreements using an open, competitive and non-discriminatory selection process to determine the most qualified suppliers.