

Contract and Procurement Policy

The Canadian Powerlifting Union (CPU) is committed to ensuring the CPU adheres to policies that respect the expectations for the use of CPU funds appropriate to a leading sport organization in Canada. The Procurement Policy in this document establishes standards and guidelines for the procurement of supplies, equipment and services to ensure that they are obtained as economically as possible through an open and competitive process.

Purpose

The contract and procurement procedures are designed to ensure fair competitiveness, cost effectiveness, transparency and public accountability. To this end, the CPU requires that employees, board members, and committee chairs refer to the contract and procurement procedures below for the purchase of goods and services. Documentation regarding the procurement process will be maintained by the CPU executive who is purchasing the good or service and final versions of contracts maintained by the CPU Treasurer and Finance Committee.

Scope

For employment contracts, the CPU will follow these steps:

1. The Director and Committee Chair jointly establish need, based on budgets and annual plan and prepare or update job description (approved by the CPU Board);
2. Posting & Interviews (Committee Chair and Board Liaison);
3. Contract terms established by Committee Chair and CPU Board, contract preparation jointly by the same. If needed legal counsel can be sourced.;
4. Contract negotiations by Committee Chair and CPU Board Liaison;

For services contracted out (CPU selling services), the CPU will follow these steps:

1. For products and/or services offered by the CPU, a Director can recommend but final approval is through CPU Board vote and signing authority is with the CPU President.
2. Negotiations and terms determined by the CPU Board;
3. Contract prepared by the CPU Board. If needed legal counsel can be sourced.;
4. Signing Authority lies with the CPU President upon approval by the CPU Board.

For service/products provider contracts (CPU purchasing goods/services), the CPU will follow these steps:

1. Need established based on budgets and annual plan;
2. Identify and clearly specify standards for the goods or services desired
3. Prepare statement of work prepared;
4. Follow procurement procedures (See Annex A)
5. The selected service provider is presented with a contract offer by the CPU;
6. The contract is reviewed by all parties; negotiations done by the CPU President or delegate;
7. if needed legal counsel can be sourced. Where possible, CPU service contract templates will be used and prepared by the CPU Board or Finance Committee.

8. Contract shall be made to the goods and service provider whose bid is most advantageous to the organization (price, quality and any other factors considered).
9. Signing Authority lies with the CPU President upon approval by the CPU Board.

For Emergency Purchases

The CPU President, with approval from the CPU Board, has the authority to approve purchases of goods or services in the event of any emergency which endangers the well being of CPU employees/volunteers or jeopardizes the assets of the organization. The Provincial Members will be informed of all purchases deemed Emergency purchases in a timely manner.

Annex A Procurement Procedures

Budgeted Purchases	Under \$10k per year	\$10-\$20k per year	\$20-\$50k per year	Over \$50k per year
Quotes/RFP	3 quotes and/or proposals required. If 3 are not available, each contractor must be interviewed for suitability and references requested.	3 quotes and/or proposals required. The CPU Board may approve recurring use of provider providing prior services or goods met CPU expectations. If 3 are not available, each contractor must be interviewed for suitability and references requested.	3 quotes and/or proposals using open RFP. The CPU Board may seek the prior approval of the COO for 3 quotes from pre-selected suppliers. If 3 are not available, each contractor must be interviewed for suitability and references requested.	3 quotes and/or proposals using an open RFP process. If 3 are not available, each contractor must be interviewed for suitability and references requested.
Quote/RFP Exceptions	The CPU Board may approve an approach more appropriate to the value and time limitations of the purchase. This exception is only used for the lower range of values, e.g.		The CPU Board may approve recurring use of provider/supplier providing prior services or goods met CPU expectations.	The CPU Board may approve a second use of provider/supplier providing prior services or goods met CPU expectations.

	less than \$5,000			
1st time Selection of Provider	Rationale and approval required by The CPU Board	The CPU Board Liaison and Committee Chair (if applicable) select preferred quote/proposal based upon published criteria. Selection submitted to the CPU Board with rationale for approval.	The CPU Board and Committee Chair (if applicable) will select a preferred quote/proposal based upon published criteria specific to the project.	The CPU Board and Committee Chair (if applicable) will select a preferred quote/proposal based upon published criteria specific to the project.
Recurring use of Provider	Project lead provides rationale for maintaining same supplier to manager. Every 3 years seek competitive quotes.	CPU Board Liaison with applicable Committee Chair provides rationale for maintaining same supplier to the CPU Board. Competitive quotes may be requested by the CPU Board. Every 3 years seek competitive quotes.	CPU Board Liaison with applicable Committee Chair provide rationale for maintaining same supplier to the CPU Board. Competitive quotes may be requested by the CPU Board. Every 3 years seek competitive quotes.	Additional purchases will be subject to an open RFP or comparative quote process based upon the decision of the CPU Board. Competitive quotes may be requested by the CPU Board.
Emergency Purchases	The CPU Board has the authority to approve purchases of goods or services in the event of any emergency which endangers the well being of CPU employees/volunteers or jeopardizes the assets of the organization. Board will be informed of all purchases deemed Emergency purchases in a timely manner.			

*Contracts are valued as total value of services for the duration of the contract.