



PROCUREMENT

POLICIES & PROCEDURES

May 12th 2023 Operators Workshop

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Procurement

- Procurement activities are conducted with integrity, transparency and professionalism with regard to the environment, the promotion of First Nations businesses and labour opportunities.

Guiding Principles

- Maintaining high ethical standards
- Ensuring the correct goods or services are provided
- Achieving the best value for money
- In compliance with funding requirements
- Contract and risk management
- Obtaining competitive offers from responsible and responsive vendors
- Promote vendors who respect the organizational goals of minimizing negative environmental impact and embracing Indigenous culture and values
- Participate in joint procurement activities with First Nations communities and organizations

Accounts for Operators

To create a centralized procurement resource center to prevent inefficiencies:

Fuel Accounts: Credit accounts are set up for charging gas and supplies within your communities. Credit cards are used when travelling.

Preferred Vendors: In the future, we would like to limit our suppliers. i.e., Using one chemical supplier will provide us with purchasing power, quantity discounts or fixed pricing.

Bulk Ordering: Ordering in bulk will provide us with bulk discounts and maintaining inventory will protect us against supply chain disruptions.

Credit Cards

Supervisors have been provided with an AFNWA Credit Card for the purposes of purchasing fuel, travel, and small tools.

Do NOT share your credit card information or PIN number with any other employee. Any unapproved purchases or fraud can lead to disciplinary measures for the cardholder.

Receipts must be submitted to the finance department at finance@afnwa.ca or by mailing them to 13 Treaty Trail with Attn: Finance.

The Practicality of Procurement

- Procurement is not intended to be a nuisance. Our primary goal is to be as efficient as possible.
- A PO number is required for nearly every purchase. However, there are pre-established processes that were designed to create efficiencies:
 - Recurring PO numbers, approved annually, for the purchase of common recurring items such as chemicals and other recurring supplies or for recurring services such as Liquid Biosolid Removal and Snow Clearing.
 - Pre-approved purchase categories on a Credit Card allow the Supervisor to replace small tools or book travel without a PO number.
 - Emergency situations are exempt from our general procurement process.
- How do we get a PO number issued?
 - A purchase requisition must be ultimately recommended by Gary West to James Trimble.

Accounts for Operators

CATEGORY	INVITATIONAL COMPETITION		OPEN COMPETITION
	Min. 3 quotes invited by department	Min. 3 quotes invited by Corporate Services	Advertised throughout all available networks
Goods	\$2,500-\$10,000	\$10,000-\$25,000	\$25,000+
Services	\$2,500-\$10,000	\$10,000-\$50,000	\$50,000+
Construction	\$2,500-\$10,000	\$10,000-\$50,000	\$50,000+
Procurement Planning Tool	No	Yes	Yes

- **Pre-Approved Purchases:** Travel, fuel, emergencies and small tools
- **Other Purchases:** Home Hardware, Tradesmen, etc. These accounts are set up to establish relationships and to ensure that we receive the invoice and that it is paid in a timely manner.
- **Non-Preapproved Purchases:** If the good or service is over \$500, 3 quotes are required to ensure the best quality and price. Goods, services, and construction over \$2,500 must be procured in accordance with the table on the left.

What is Alternative Procurement?

- Used for urgent, specialized, or exceptional circumstances i.e., Emergency Procurement. If there is an immediate risk to the health or safety of employees or the general public, the possibility of serious damage to public or private property, or the threat of serious environmental impacts, the Manager is authorized to procure the necessary goods, services, or construction that is deemed appropriate.

The Procurement Policy:

[Documents Library | Atlantic First Nations Water Authority \(afnwa.ca\)](#)

Other Important Considerations

- Hotel stays should be under \$200/night in Atlantic Canada, under \$250 outside of Atlantic Canada and you require pre-approval if you book a hotel that is over \$200 (taxes included).
- Work boot allowance is \$200/year/employee. Rubber boots are a maximum of \$250. Boots should be purchased by you and reimbursed through an expense claim.
- Overtime approval – refer to Carl's memo dated April 24th.

Corporate Services

- As your Corporate Services team, we are responsible for managing all of the following items.
 - Payroll
 - Medical Benefits
 - Pension
 - Insurance
 - Procurement – Capital and O&M
 - Information Technology – Computers, Laptops, Safety/Security Systems
 - Human Resource Complaints
 - Career Development and Training
 - Summer Student Programs
 - Vendor Accounts