



# DRAFT Procurement Policy

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## POLICY STATEMENT

Procurement refers to the methods employed by the Atlantic First Nations Water Authority Inc. (“AFNWA”, “the Organization”) to acquire goods, services, or other contracted work needed to support the goals and objectives approved by the AFNWA Board of Directors in the annual Operating and Capital Budgets, consistent with long term Business Plans. At all stages of procurement, the Organization uses procedures that are fair, competitive, auditable and comply with relevant legislation.

This policy covers:

- Appointment of (non-staff) personnel, such as consultants and contractors
- Purchase of all services, goods, and equipment

This policy is based on:

- Principles of non-discrimination, fairness, and transparency,
- The promotion of First Nations participation in business and labour opportunities,
- The promotion of efficiency and effectiveness, and
- Minimizing risk to the Organization and our partners/communities.

The relevant legislation applicable to AFNWA include PIPEDA and the Canada Health & Safety Act. This encompasses all Provincial and Federal legislation throughout the 4 provinces in which AFNWA intends to operate and this policy has been reviewed for any deviations from the above listed legislation.

## GUIDING PRINCIPLES

The following principles will guide the procurement practices of AFNWA:

- To maintain the highest ethical standards in procurement matters,
- To ensure the correct goods or services are acquired,
- To achieve best value for money, recognizing that the promotion of cost effectiveness or efficiency is a fulsome process requiring consideration for full life-cycle costs, including but not limited to, acquisition, operating, training, repair, maintenance, warranty, customer impact, environmental impact, asset disposal and residual value,
- To ensure that all funding agreement requirements are satisfied,
- Encourage best practice contract and risk management,
- Promote and obtain competitive offers from the most responsible and responsive vendors,
- Promote vendors who comply with the provisions of the solicitation and contractual terms and conditions while also respecting our Organizational goals for minimizing negative environmental impact and embracing indigenous cultural values, and
- Participate in joint procurement activities with First Nations communities and organizations, neighbouring municipalities, or commercial developments, where applicable and where it is deemed to be in the best interest of AFNWA.

## AUTHORITY OF THE CEO

The CEO of AFNWA is responsible to the Board for the proper administration of the affairs of AFNWA in accordance with all relevant legislation, funding agreements, and regulatory requirements.

The CEO has the authority to award all contracts and purchase goods, services and construction that are within the budgets approved by the AFNWA Board and compliant with this Procurement Policy.

The CEO may authorize business practices and procedures consistent with this Procurement Policy and may delegate any such authority under this Policy.

The CEO may authorize financing arrangements, including loans, leases, and rentals, for the purchase or rental of goods, services, equipment, or property on behalf of AFNWA where the purchase is compliant with the other conditions and award limits within this Procurement Policy, provided the period of financing does not exceed 5 years, and all other limits are within the CEO's approval limits, as described in the AFNWA Finance Policy and Governance Manual.

The CEO has authority to approve contracts up to \$100,000.00 without Board approval.

## POLICY DIRECTIVES

### PROCUREMENT PROJECT PLANNING

Effective project planning is essential to ensuring effective results and limiting risk. The Procurement Project Planning Tool must be completed by the user department for every procurement project over \$10,000.00. The relevant department manager is responsible for coordinating with Corporate Services to ensure that planning is completed in accordance with the Procurement Project Planning Guidelines found in the Procurement Procedures Manual (Appendix B). The exception to this would be in cases of an Emergency Procurement as outlined in the Alternative Procurement section of this Procurement Policy. User departments must allow sufficient time to properly plan for a procurement project. Planning will take into consideration:

- An initial business case including project description and estimated value,
- Other internal advice that may be required (i.e.: Finance),
- External resources that may be required (i.e.: consultants, fairness monitor),
- The appropriate execution strategy (i.e.: open, non-competitive),
- Developing proper specifications and business requirements,
- Pricing structures,
- Evaluation plan (open and limited processes only),
- Format selection (open and limited processes only), and

- Justification for using an Alternative Procurement Practice (non-competitive or limited competition only)

## MANDATORY USE OF STANDING OFFERS

It is mandatory to use existing standing offers to achieve contracted benefits through the consolidation of purchases. Procurement will work with the user departments to combine requirements where possible and encourage overall standardization of items to reduce the overall cost to AFNWA. If a standing offer exists, related procurements must be conducted in accordance with the applicable Standing Offer Guidelines found in the Procurement Procedures Manual. AFNWA will leverage the benefits of standing offers of neighbouring municipalities or member communities wherever practical when the arrangement results in overall best value to AFNWA or other substantial advantages.

## PROCUREMENT OF GOODS, SERVICES AND CONSTRUCTION

If a standing offer does not exist for a spending category, AFNWA will procure goods, services, and construction over \$2,500 in accordance with the following table (all values exclude taxes):

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

### Competitive Procurement: Invitational

An invitational competitive procurement process for low value purchases, involves requesting a minimum of three qualified vendors to submit written quotations based on the requirements outlined by AFNWA. Low value purchases are not routine in nature and are not included in a Standing Offer or available in AFNWA inventory.

#### **If the value of the goods, services and construction is less than \$10,000**

User departments are expected to obtain at least three written competitive quotations in accordance with the principles set out in this Procurement Policy and awarded to the bidder that provides the best value. All documentation will be retained by the user department for auditing purposes. For goods, services, and construction less than \$2,500, quotes are not required.

#### **If the value of the goods, services and construction exceeds \$10,000 but is less than open competition thresholds.**

Procurement will conduct an invitational competition on behalf of the user department, to

obtain at least three written competitive quotations in accordance with the principles set out in this Procurement Policy and awarded to the bid that provides the best value. The Procurement Project Planning Tool will be completed for every project and all documentation related to low value procurement over \$10,000 will be retained by Corporate Services.

### Competitive Procurement: Open

An open competitive procurement process enables all vendors to compete in a fair and open environment. If the value of the goods, services and construction is a high value and above the invitational competition thresholds, Corporate Services will conduct an open competitive process. All open competitions will be advertised through all available channels including but not limited to AFNWA website and all available member communities. Tenders in this range will be acknowledged at a public opening at a designated date and time, and all awards will be posted on the AFNWA website. The Procurement Project Planning Tool will be completed for every project.

### Alternative Procurement Practices (ALTP)

To balance the need to be open and competitive with the demands of urgent, specialized, or exceptional circumstances, alternative procurement practices are used under specific justifications in accordance with this policy. Alternative procurement practices must not be used to avoid competition between suppliers or to discriminate against specific individual or groups of suppliers. All ALTP awards, including name of supplier and contract value, must be publicly posted on the AFNWA website within 10 days of contract award.

#### *For high value procurement*

The use of alternative procurement practices must be authorized and supported by the Manager of Corporate Services and the CEO where the CEO determines the purchase to be clearly in the best interest of AFNWA. The Manager of Corporate Services may delegate signing authority to an acting procurement officer. The rationale permitting the alternative procurement practice will be documented on the appropriate form and will provide substantiation for the actions taken. Any disagreement between Corporate Services and the user department with respect to the approval of an alternative procurement practice are to be reviewed and approved by the CEO.

#### *For low value procurement*

User departments will be required to complete a low value ALTP form which must be signed by the requesting employee along with the Manager of the user department and approved by both the Manager of Corporate Services and the CEO. In all cases, forms require two signatures and must be kept on file by Procurement for audit purposes.

#### *Permanent Exemptions*

User departments may apply for a permanent exemption for certain goods or services that are considered at the sole discretion of the department manager. These goods or services will not be subject to tender and are not listed in Appendix 'A'. Any such request must be authorized by the CEO or

their designate and the Manager of Corporate Services. The permanent exemptions list will be maintained by Corporate Services for audit purposes.

#### *Emergency Procurement*

An emergency procurement occurs when an urgent need arises due to 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. If an emergency occurs, a manager is authorized to procure the necessary goods, services, or construction as they determine appropriate. In doing so, the Manager should consider and fulfill the objectives and requirements of this policy to the extent possible under the circumstances and use any existing standing offers.

#### *Special Services*

Legal services will be acquired by AFNWA staff from a roster of lawyers based upon work requirements, qualifications, experience, services offered, past performance, proposed fees and other relevant considerations. The selection of the lawyer from the roster in an individual case shall be based upon the particular expertise required for that case. Legal services having a value of less than \$5,000 may be acquired by the Manager. Legal services having a value of \$5,000 or more shall be approved by the CEO or his/her designate.

Architectural, Engineering, Surveying, and other consulting services less than \$50,000 will be acquired by staff from a pre-approved roster of consultants. Consultants will be selected by project, based upon qualifications, experience, services offered, past performance, proposed fees, and other relevant considerations. For services less than \$50,000 three written quotations will be solicited from consultants on the roster. Required services over the value of \$50,000 will be publicly advertised through open competition.

Auditing Services – Services of External Auditors will be acquired by public advertisement at intervals not greater than every five years. These services may be contracted on a one-year term to be renewed on an annual basis up to a five-year maximum on terms satisfactory to AFNWA. Selection of an external financial auditor shall be completed by the Audit and Finance Committee of AFNWA Board and recommended to the Board. Annual renewal of the contract for Audit services shall be made by the Audit and Finance Committee and recommended to the Board.

## **JOINT PROCUREMENT**

Joint Procurement is encouraged when the arrangement results in overall best value. If deemed to be in the best interest of AFNWA, joint procurement with First Nations communities and organizations, neighbouring municipalities, commercial developments, or provincial agencies may be pursued. Joint procurement may result in extending the opportunity to the municipality, development, or community to participate in the established contracts, or AFNWA participating in contracts established by the municipality, development, or community through a publicly advertised solicitation. The provisions of the applicable trade agreements shall apply to the procurement process.

## ENVIRONMENTAL PROCUREMENT

To procure necessary goods with due regard to the environment, AFNWA will follow the Statement of Principle adopted by the Association of Canadian Cities for Environmentally Sound Strategies.

*“In order to increase the development and awareness of Environmentally Sound Products, Procurement Staff, in conjunction with Departments, will review their contracts and tender specifications for goods and services, to ensure that wherever possible and economical, specifications are amended to provide for expanded use of products and services that contain the maximum level of post-consumer waste and/or recyclable content. This will be done without significantly affecting the intended use of the product or service. Also, it is recognized that cost analysis is required in order to ensure that the products are available at competitive prices.”*

## DISPOSAL OF SURPLUS EQUIPMENT

Surplus assets over the value of \$10,000 shall be disposed of by open competition and contract for disposal of such assets shall be awarded by the CEO.

In other cases, surplus assets shall be disposed of by the CEO as reasonably practical in the circumstances. The CEO may award the disposal of surplus material without competition to any non-profit corporation, association, or entity, or any First Nations community.

## CONTRACT NEGOTIATIONS

Where the solicitation document provides for negotiation to take place, Corporate Services may engage in negotiations with the selected proponent(s). Any proposed changes to the standard contract terms and conditions must be reviewed by legal counsel prior to finalizing the contract.

## AWARD OF CONTRACTS

All open competitions shall be presented to the CEO for approval except as noted below. A report of the purchasing process along with the procurement planning tool form will be prepared by the user department, approved by the Manager, and forwarded to the CEO for approval.

Awards less than \$25,000 for goods, \$25,000 for services or \$25,000 for Construction can be committed by the Manager of Corporate Services in consultation with the user department personnel with the appropriate approval authority.



## CONTRACT DOCUMENTS, BIDS, AND PERFORMANCE SECURITIES AND SPECIFICATIONS

The CEO may, from time to time, approve such standard forms including bid and performance securities, if any, for purchases by Invitation to Tender, Request for Proposal, Request for Quotations, sole source, or emergency purchases as well as forms of contract for type of purchase including but not limited to construction, supplies and services as the CEO deems advisable. Bid bonds, performance bonds and other securities, including labour and material bonds, shall be required for such purchases in such form and in such amounts as the CEO deems advisable.

## AWARD NOTIFICATION

After a contract has been entered, pursuant to an open competition, Procurement will post the name of the successful supplier and the value of the awarded contract on the AFNWA website.

For contracts entered after a limited competition or for a high value non-competitive procurement, Corporate Services will post the name of the successful supplier and the value awarded on the AFNWA website as is required under applicable trade agreements. AFNWA will notify bidders of the outcome of an invitational competition.

## TIE BIDS

In the case of a tie bid, the Manager of Corporate Services is to request the tie bidders submit a best and final offer. If this is not successful and a tie bid still occurs, the contract may be awarded at the discretion of the CEO.

## DEBRIEFINGS

A bidder may request a debriefing of their submission for both open competitions and invitational competitions. The purpose of the debriefing is to provide a bidder with constructive feedback about their bid and suggestions for improvements to better prepare for future opportunities. The debriefing process is not a complaint process and should not be treated as such. Information about bids submitted by other bidders will not be discussed or disclosed in the debriefing.

Debriefings are only initiated at the request of a bidder. Requests for a debriefing are directed to the contact person identified in the solicitation document. Bidders are expected to make their request within ten days from notification of award of contract. Requests for a debriefing made after this time-period are considered on a case-by-case basis.

## PROCUREMENT COMPLAINT PROCESS

Subsequent to a debriefing, bidders may file a complaint regarding the outcome of a procurement process if the bidder believes that AFNWA has deviated from its procurement process. The bidder must request and attend a debriefing prior to engaging in the procurement complaint process. Complaints must be made by bidders and responded to by the Manager of Corporate Services. Where possible, bidders are encouraged to resolve problems directly with Corporate Services or the user department staff, as many problems can be resolved before a complaint is formulated.

A complaint refers to a written objection submitted by a bidder regarding a solicitation, contract award, or proposed contract for goods, services, and construction. Complaints shall contain written details of the issue and the resolution being requested. Complaints can be submitted during the competitive process, or within thirty days from notification of award of contract.

The Manager of Corporate Services or his/her designate will make every effort to acknowledge a formal complaint within ten business days of receipt. Complaints may be resolved, dismissed, or withdrawn. A complaint is resolved if the bidder is satisfied with the explanation provided by AFNWA. A complaint is dismissed if the Manager of Corporate Services concludes that the complaint is not valid as the review indicates a properly applied, fair procurement process. If the Manager of Corporate Services finds that the bidder's complaint has merit, the written complaint should be presented to the Board of Directors within 90 days and an appropriate response will be prepared and submitted to the bidder, signed by the Board. The response will be provided on a "without prejudice" basis, unless otherwise agreed by Corporate Services.

## CONTRACT MANAGEMENT & VENDOR PERFORMANCE EVALUATION

Establishing contract management practices and assessing vendor performance are both critical to the success of procurement projects. Poor workmanship, unnecessary contract delays and unsafe work practices will not be tolerated. Contracts and standing offers will be managed by Corporate Services or user department, as required. Upon reasonable notice in writing to the vendor involved, and after a reasonable opportunity for response, a vendor can be disqualified for a period not exceeding three years from participation in a solicitation for goods or services.

## SUPPLIER DISQUALIFICATION

Suppliers may be disqualified, based upon supporting evidence, from participating in future procurement opportunities for any one of the following reasons:

- Bankruptcy or insolvency,
- False declarations,
- Inadequate performance,
- Final judgements in respect of serious crimes or other serious offences,
- Involvement with ongoing litigation with AFNWA or any of its member communities,
- Professional misconduct,
- Failure to pay amounts owing to AFNWA,

- Violation of AFNWA regulations, or
- Behaviour that is perceived to be racialized or untoward with Indigenous peoples or any other visible minority groups.

A written decision shall be issued to the supplier disqualified or suspended setting out the reasons for disqualification or suspension, to the usual business address of the supplier as shown in the records of the purchasing department. Disqualification will be approved by the CEO.

## ACCOUNTABILITY

Procurement activities at AFNWA are expected to be conducted with integrity and professionalism, showing respect for the process, the environment, First Nations members, community and culture, and safeguard confidential information.

### MANAGER OF CORPORATE SERVICES

The Manager of Corporate Services is responsible for promotion, implementation and the overall administration of this policy. They are responsible for ensuring the consistent application of this policy to all user departments in an efficient and diligent manner. The Manager is responsible for ensuring compliance with this policy and is required to address any non-compliance. Where instances of non-compliance are identified, the Manager is expected to submit written confirmation of actions taken to the CEO.

### PROCUREMENT EMPLOYEES AND USER DEPARTMENT MANAGERS

Procurement employees and user department managers shall adhere to this policy and are responsible for consistently applying this policy and the guidelines to all procurement projects. They must clearly understand their obligations and responsibilities under this policy and all applicable protocols and consult with the Manager of Corporate Services in respect of any questions regarding the application or interpretation of this policy or any protocols. Procurement employees and Managers are expected to provide procurement services in an efficient and diligent manner and are encouraged to develop and foster productive and cooperative professional relationships with their colleagues.

### USER DEPARTMENTS

User departments are responsible for procurement activities within their unit and are accountable for achieving the specific objectives of this policy. User departments are to clearly understand their responsibilities in accordance with this policy and are to consult with the Manager of Corporate Services with respect to any questions regarding the application or interpretation of this policy or any protocols.

## CONFLICT OF INTEREST

All procurement activity must be conducted with integrity to maintain the trust with our member communities and the general public, as a whole. Any procurement activity that creates, or appears to

create, a conflict of interest, shall not be engaged in. Procurement is subject to AFNWA Code of Conduct and Conflict of Interest Policy.

### Internal Conflict of Interest

All participants in a procurement process, including all employees of procurement and all members of the evaluation team, must ensure that there are no undeclared internal conflicts of interest. Evaluation team members must sign individual conflict of interest declarations stating they have no conflict of interest with respect to the procurement process.

### Bidder's Conflict of Interest

All bidders will be required to declare that there are no conflicts of interest or provide details for any actual or apparent conflicts of interest at the time of bid submission. Procurement must ensure that all procurement templates include appropriate conflict of interest language and declarations.

## CONFIDENTIALITY & ACCESS TO INFORMATION

### Confidentiality

Supplier information submitted in connection with a procurement process must be adequately protected.

### Access to Information & Personal Information Disclosure

AFNWA is subject to PIPEDA. Procurement will adhere to the Act and will respect the maintenance, release, and management of all procurement records.

## STAFF TRAINING

Corporate Services will provide orientation and training as required to employees involved in procurement activities at AFNWA. Employees involved in procurement activities should be knowledgeable with respect to this policy and the general principles of public procurement. Corporate Services will provide relevant training and will promote appropriate external education and training opportunities whenever possible.

## MONITORING

### Record Keeping

All procurement activity must be authorized, properly recorded, maintained, and supported by the appropriate documentation required under the applicable guidelines found in the Procurement Procedures Manual.

## Audit

All procurement activity is subject to audit by relevant funding sources, and regulatory agencies.

## Procurement Compliance Testing

Procurement activities are subject to compliance testing by the Manager of Corporate Services and the results may be used to develop strategies to improve compliance and development of training. The Manager of Corporate Services will establish and regularly review policies and procedures to ensure continuous improvement.

## Reporting

Any identified non-compliance will be reported to the Manager of the user department with a copy to the CEO. In cases of non-compliance, Corporate Services reserves the right to revoke the delegation for low value procurement activity.

## REFERENCES

All procedures, guidelines, and forms referred to in this policy can be found on the AFNWA website. Some of the relevant legislation, trade agreements, and reference documents include:

- Personal Information International Disclosure Protection Act (PIIDPA)
- Canada Free Trade Agreement (CFTA)
- Canada-European Union Comprehensive Trade Agreement (CETA)
- Atlantic Procurement Agreement (APA)
- AFNWA Standard Terms and Conditions
- ACWWA Design Guidelines

## CONTACT INFORMATION

For further information or clarification regarding this policy please contact:

Chantal LeBlanc  
Manager of Corporate Services  
Atlantic First Nations Water Authority  
13 Treaty Trail, Millbrook NS B6L 1W1  
Phone: (902) 603-0312  
[finance@afnwa.ca](mailto:finance@afnwa.ca)

## APPENDIX A: LIST OF PERMANENT EXEMPTIONS

The following list of goods and services shall be permanently exempt from the application of the AFNWA Procurement Policy. Unless otherwise stated, the approval and procurement of goods and services that are exempt from this policy are subject to the signing authority limits set out in the AFNWA Approval Authority List.

### (a) PROFESSIONAL SERVICES

Services that may, under the laws of Nova Scotia, only be provided by the following licensed professionals: medical doctors, dentists, nurses, pharmacists, veterinarians, engineers\*, land surveyors\*, architects\*, accountants\*\*, lawyers\*\*\* and notaries.

*\* Engineers, Land Surveyors and Architects*

Services provided by Engineers, Land Surveyors and Architects are only exempt from the application of this policy if such services have an estimated value of less than \$50,000. Such Services shall be procured in accordance with the Special Services section of this policy.

*\*\* Accountants*

Notwithstanding that Services provided by Accountants are otherwise exempt from the application of this Policy, the procurement of Auditing Services shall be done in accordance with the Special Services section of this policy.

*\*\*\*Lawyers*

Notwithstanding that Legal Services provided by Lawyers are otherwise exempt from the application of this Policy. Legal services shall be acquired from a roster of lawyers and in accordance with the Special Services section of this policy.

### (b) LEGAL SERVICES/EXPENSES (in addition to those provided by lawyers)

- Expert Witness Services
- Legal Opinion and Representation
- Court Reporter Services
- Arbitrators and Moderators
- Discoveries
- Legal Settlements

### (c) PETTY CASH ITEMS

Funds established in a user department for the purchase of minor items when it would be otherwise impractical to purchase items through the usual purchasing methods.

**(d) TRAINING AND EDUCATION**

- Conferences, Conventions and Tradeshow
- Newspapers, Magazines & Periodicals, including subscriptions
- Memberships
- Seminars, Workshops not specifically designed for AFNWA

**(e) REFUNDABLE EMPLOYEE/OTHER EXPENSES**

- Advances
- University Courses
- Entertainment
- Miscellaneous Non-Travel
- Meal Allowances
- Travel Expenses
- Hotel Accommodation
- Refunds: payments, fees

**(f) EMPLOYER'S GENERAL EXPENSES**

- Payroll Deduction Remittances
- Grants to Agencies, including Scholarship programs
- Medical & Dental Expenses
- Debenture Payments
- Payment of Damages
- Petty Cash Replenishment
- Tax Remittances
- Employee Income
- Member's Discretionary Funds
- Real Property, including land, buildings, easements, encroachments, and licenses (except for the acquisition of Facilities where AFNWA is the tenant)
- Fleet purchases
- Licenses, such as vehicles and elevators
- Charges to and from member communities and other First Nations entities
- Bank Charges and Underwriting Services where covered by agreements
- Grants and Contributions

**(g) UTILITIES**

- Water and Wastewater
- Power and related infrastructure when purchased from a utility
- Telephone and Telecommunication Services

**(h) MISCELLANEOUS**

- Print, Television and Radio Media Advertising Accounts
- The publication and distribution of magazines, periodicals or newspapers but not including the sole activity of printing or typesetting
- The production and distribution of audio, film, or video recordings
- Customs Broker/Services
- Taxi Services
- Courier Services
- Catering, meals, and small incidentals
- Postage



## APPENDIX B: Procurement Procedures Manual

The objective of this manual is to clarify all guidelines which must be adhered to during Procurement Project Planning. The guidelines are broken into the following categories:

Standing Offers

Procurement

- a) Set-Asides
- b) of Goods, Services or Construction, less than \$10,000
- c) of Goods between \$10,000-\$25,000
- d) of Services or Construction, between \$10,000-\$25,000
- e) of Goods, Services or Construction greater than \$50,000

Reporting and Record Keeping

Relevant Forms and Resources available from the Corporate Services Department

### Standing Offers

The objective of Standing Offers is to provide efficiencies and economies of scale for consumable goods and repetitious services that are regularly required by AFNWA.

All Standing Offers are deemed to be mandatory, unless otherwise specified.

A standing offer should be established through a Request for Quotation (RFQ) process and should be renewed annually. The RFQ should take into consideration the organization's ownership, history of relations with Indigenous communities, and commitment to minimizing environmental impact.

Therefore, the following Bid Value Reductions should be employed when establishing Standing Offers:

- Indigenous owned (>50% beneficial ownership) → Up to 10% Bid Value Reduction
- If non-indigenous owned, historical evidence of commitment to source from or employ Indigenous businesses or people → Up to 5% Bid Value Reduction
- Demonstrable commitment towards minimizing environmental impact through environmental policies and procedures that either proactively/pre-emptively reduce carbon emissions, or that neutralize unavoidable environmental impact with projects promoting reforestation or activities otherwise deemed as actively benefitting the future of our planet. → Up to 5% Bid Value Reduction

### Procurement

#### Set Asides

Set Asides are procurement opportunities that are only open to Atlantic First Nations businesses. AFNWA may use Set Asides, entirely at the discretion of the user department, the Manager of Corporate Services, with the approval of the CEO, in order to:

- Support projects of cultural or heritage importance to Atlantic First Nations Communities,

- Build First Nations Business capacity in specific sectors where Atlantic First Nations are underrepresented or have limited capacity,
- Promote development of Atlantic First Nations Businesses,
- Contribute to workforce development in sectors of the economy where Atlantic First Nations People are underrepresented,
- Facilitate the acquisition of knowledge, skills, and experience by Atlantic First Nations People, or
- Recognize businesses and organizations that support workforce readiness, wellbeing, and resiliency of Atlantic First Nations People.

#### Procurement of Goods, Services, or Construction, less than \$10,000

- User Department must acquire 3 quotes, by invitation, from a master list of approved vendors, where applicable.
- Up to 5% Bid Value Reduction will be granted for Indigenous owned bidders (>50% beneficial ownership).
- A template RFQ/RFP is available from the Corporate Services Department.

#### Procurement of Goods between \$10,000-\$25,000

- Corporate Services must acquire 3 quotes, by invitation, from a master list of approved vendors, where applicable.
- Up to 5% Bid Value Reduction will be granted for Indigenous owned bidders (>50% beneficial ownership).
- A template RFQ/RFP is available from the Corporate Services Department.

#### Procurement of Services or Construction, between \$10,000-\$50,000

- Corporate Services must acquire 3 quotes, by invitation, from a master list of approved vendors, where applicable.
- Up to 5% Bid Value Reduction will be granted for Indigenous owned bidders (>50% beneficial ownership).
- Up to 5% Bid Value Reduction will be granted where procurement and/or employment is demonstrated to be beneficial to or in favour of indigenous communities.
- A template RFQ/RFP is available from the Corporate Services Department.

#### Procurement of Goods greater than \$25,000, Services or Construction greater than \$50,000

Corporate Services must acquire 3 quotes, through an open forum.

The following Bid Value Reductions are applicable:

- Indigenous owned (>50% beneficial ownership) → Up to 10% Bid Value Reduction

- If non-indigenous owned, historical evidence of commitment to source from or employ Indigenous businesses or people → Up to 5% Bid Value Reduction
- Demonstrable commitment towards minimizing environmental impact through environmental policies and procedures that either proactively/pre-emptively reduce carbon emissions, or that neutralize unavoidable environmental impact with projects promoting reforestation or activities otherwise deemed as actively benefitting the future of our planet. → Up to 5% Bid Value Reduction

A template RFQ/RFP is available from the Corporate Services Department.

### Reporting and Record Keeping

- All RFP documents and submissions held for 2 years following the completion of the project.
- All contract award determination documentation to be held for 2 years following the completion of the project.
- All debriefings recorded immediately and held for 2 years following the completion of the project.
- All complaints and all associated communication held for 5 years.
- All vendor disqualification documentation to be held indefinitely on file with the vendor.
- All alternative procurement procedures will be maintained for 2 years following the completion of the contract.

### Relevant Forms and Resources available from the Corporate Services Department

- Project Planning Tool
- Template Request for Quotation and associated evaluation form
- Template Request for Proposal and associated evaluation form
- Alternative Procurement Justification
- Sole Source Justification
- Set Asides Justification
- Application for Supplier Disqualification
- List of approved vendors, including special services
- List of Standing Offers