



College of Paramedics of Manitoba		
Policy Name: Vendor Relations and Procurement Management	Policy Number: EE-5	Total # of Pages: 3
Approval Signature: <i>Original Signed by J. Wade</i>	Section: Executive Expectations	
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1.0 PURPOSE

To outline the Council’s expectations of the Executive Director/Registrar’s authority to procure goods or services (including construction, lease, capital items, and technical or professional services).

2.0 DEFINITIONS

- 2.1 Conflict of Interest – occurs when a College employee, Council member, committee member or their respectful family, business partners, or close personal associates stand to benefit directly or indirectly from a decision or transaction. The conflict may be real, potential, or perceived.
- 2.2 Sole Source - any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements.

3.0 POLICY

- 3.1 The Executive Director/Registrar will ensure proper protection against conflict of interest in the purchase process is in place and followed.
- 3.2 The Executive Director/Registrar will employ prudent measures for the assessment of capital asset acquisition decisions (lease or purchase) ensuring an adequate balance between cost and benefit is achieved.
- 3.3 The Executive Director/Registrar will conduct Request for Proposals/Expressions of Interest and the competitive bidding process in a manner that will not harm the bidding organization or the College of Paramedics of Manitoba by ensuring that:
 - 3.3.1 Confidential information regarding vendor quotes, competitive knowledge, and proprietary products/services/approaches is not shared with other vendors;
 - 3.3.2 Any Request for Proposals only elicits information from the vendor required for the purpose of the specific proposal; and



- 3.3.3 All vendors receive a response to their proposal, regardless of outcome.
- 3.4 The Executive Director/Registrar will ensure a standardized framework and process for procurement of goods and services that clearly outline the purpose, the required criteria for quality and price, and the criteria for selection of a vendor.
- 3.5 The following guideline describes the process that must be followed, based on the potential financial commitment of the contract/agreement. Splitting the value of the contract for the purpose of avoiding this process is not permitted:

Sole Source

The aggregate value of the contract from a single vendor is less than \$10,000.00.

- 3.5.1 The Executive Director, or his or her designate, will identify and solicit quotes from vendors who may be able to provide the goods or services required.
- 3.5.2 The decision to secure services or goods through this process must consider pricing, quality, and value for money.
- 3.5.3 May not require legal review of the contract/agreement.
- 3.5.4 Executive Director may make decision independently; Finance Committee or Council approval is not required.

Invitational Competitive Process or Open Competitive Process

The aggregate value of the contract is greater than \$10,000.00

- 3.5.5 Where possible three (3) or more proposals shall be reviewed.
- 3.5.6 A legal review of the contract shall occur.
- 3.5.7 Council approval of the Contract is required.
- 3.6 Once a competitive process has been undertaken, subsequent contract extensions can be negotiated by the Executive Director/Registrar as needed and consistent with all Council policies, e.g. legal services, accounting services, information technology consultants, etc.
- 3.7 The Executive Director/Registrar will ensure that all supply contracts are reviewed at minimum every five (5) years.
- 3.8 The Executive Director/Registrar will provide payment to vendors according to contractual obligations and based on the vendor meeting contract performance.



4.0 **PROCEDURE**
Not Applicable