

### Introduction

The Public Health Physicians of Canada (PHPC) is committed to obtaining goods and services in a manner that is efficient, transparent, accountable and maximizes best value.

### Purpose

This policy outlines authorization and competition requirements for procuring goods and services for PHPC. It is intended to ensure PHPC operates within sound ethical principles and minimizes risk to members and the organization.

### Scope

This policy applies to all PHPC services (functions) and to all acquisitions and purchases made by PHPC Directors, employees and volunteers. This policy applies to both core business funds and special project funds. It covers:

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

### Principles

This policy is intended to support the following principles, among others:

- Fairness
- Transparency
- Accountability
- Efficiency and effectiveness.

### Levels of approval and accountability based on amount thresholds

- A. Expenses less than \$5,000 can be approved by either the Treasurer or President
- B. Expenses between \$5,000 and less than \$20,000 can be approved by the PHPC Executive
- C. Expenses above \$20,000 must be approved by a simple majority vote of PHPC Council

Expense Amount	Approval	Notes
\$0 - \$5,000	Treasurer or President	Approval by email is accepted
\$5,000 - \$20,000	PHPC Executive	Approval by a simple majority vote
> \$20,000	PHPC Council	Approved by a simple majority vote

## Competitive processes for specific levels of contract value

- A. 0 - \$5,000
  - a. Requires a written quotation from one or more vendors.
  - b. A request for quotes or proposal should be used when possible, especially if service is expertise based and provided by contractor. Not required for event planning contracts.
  - c. Use of normal invoice procedures, corporate credit card or via a Cheque Request.
- B. \$5,000 – \$30,000
  - a. Orders may be placed based on receiving three written quotations or proposals where practical and advantageous to PHPC.
  - b. A request for quotes or proposal should be used when possible, especially if service is expertise based and provided by contractor. Not required for event planning contracts.
  - c. A signed contract is required.
- C. \$30,000 +
  - a. A publicly-posted and broadly-circulated Request for Proposal or Invitation to Tender must be used.
  - b. A comprehensive assessment of the proposals or quotations will be undertaken including a decision matrix.
  - c. A signed contract is required.

Amount threshold	Procurement Process	Additional Notes
\$0 - \$5,000	<p>Requires a written quotation from one or more vendors.</p> <p>Use of normal invoice procedures, corporate credit card or via a Cheque</p> <p>A signed contract should be used when possible.</p>	RFP or other advertisement should be used when possible, especially if service is expertise based and provided by a contractor. Not required for event planning contracts.
\$5,000 - \$30,000	<p>Orders may be placed based on receiving three written quotations or proposals where practical and advantageous to PHPC.</p> <p>A written Request for Quotation or Request for Proposal may be used but not required.</p> <p>A signed contract is required.</p>	A request for proposal should be used when possible, especially if service is expertise based and provided by contractor. Not required for event planning contracts.
> \$30,000	A publicly-posted Request for Proposal or Invitation to Tender must be used.	

	<p>A comprehensive assessment of the proposals or quotations will be undertaken including a decision matrix.</p> <p>A signed contract is required.</p>	
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### Contracts

Authorized Staff and Executive Directors are responsible for determining whether it is in the best interests of PHPC to establish a written contract with a supplier. The PHPC Treasurer will review and approve all contracts over \$5,000. If the Treasurer is unavailable, the PHPC President may approve contracts. The PHPC Treasurer or President can direct authorized staff to sign the contract on behalf of the organization. Contracts must include specific details related to:

- confidentiality and proprietary information performance monitoring
- project schedules

Due diligence is required to ensure performance can be met and processes are required to be in place for monitoring performance of service providers.

### Conflict of Interest

PHPC will develop a more comprehensive conflict of interest policy. Until this is implemented, PHPC will not award contracts to members (including all membership levels and resident members).

### Exemptions

An exemption to this policy can be made with a simple majority vote of Council documented in writing. This would only occur under rare and exceptional circumstances. Reasons include, but are not limited to:

- A. A service provider has unique expertise or experience or has been involved in earlier phases of a project and continuity is deemed necessary; or additional services not included in the original contract have, through unforeseen circumstances, become necessary.
- B. Urgent nature of a product, such as during an emerging public health crisis.

### Review

Reviewed every two (2) years or earlier if deemed necessary. Any amendments shall be reviewed and recommended by PHPC Executive to PHPC Council for its approval.

**Table of revisions:**

<b>Date</b>	<b>Comments</b>
May 27, 2020	Date created
June 5, 2020	Date approved by PHPC Executive
July 2020	Date approved by PHPC Council with minor modifications suggested to be completed by Executive
Sep 2020	Updated version re-circulated to PHPC council. Next review due Sep 2022 or sooner.
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