



TITLE:	Procurement Policy	POLICY #05-15
CATEGORY:	Finance	
AUTHORITY:	Board of Directors	
ADOPTED:	May 20, 2025	
EFFECTIVE:	May 20, 2025	

Purpose

The purpose of this Policy is to establish the guidelines for the procurement of goods and services, and ensure that the UNA receives the best value in its acquisition of goods and services.

Scope

This Policy applies to the procurement of all goods and services by the UNA, with the exception of those goods and services identified in Appendix B.

1. Definitions

- 1.1. **“Awarding Authority”** means the authority to commit the UNA to expenditures that are in accordance with the UNA’s budget for the fiscal year and enter into contracts on behalf of the UNA.
- 1.2. **“Delegation of Authority Policy”** means the UNA Delegation of Authority Board Policy (#01-14), as amended or replaced from time to time.
- 1.3. **“Emergency Purchase”** has the meaning given in section 4.3.
- 1.4. **“Manager”** means an individual holding any of the following positions within the UNA:
 - a) Communications Manager,
 - b) Finance Manager,
 - c) Operations Manager, or
 - d) Recreation Manager.
- 1.5. **“Procurement Method”** means the method by which the UNA solicits bids or proposals for the acquisition of goods and/or services. A Procurement Method can entail, but is not limited to, direct award, soliciting quotes (formally or informally), or Public Competitive Process.
- 1.6. **“Public Competitive Process”** means a process whereby the UNA solicits bids or proposals from the public marketplace in a fair and open competition, and that the solicitation will be publicly advertised on the UNA’s website or other public tendering platform.
- 1.7. **“Single Source Purchase”** has the meaning given in section 4.1.
- 1.8. **“Sole Source Purchase”** has the meaning given in section 4.2.
- 1.9. **“Vendor”** means a supplier, contractor, or consultant that provides, or will provide, goods or services to the UNA.



2. Roles and Responsibilities

- 2.1. The Board is responsible for the oversight of the UNA's procurement activities as established in this Policy and approved expenditures through the UNA's budgets.
- 2.2. UNA Staff are responsible for the management and operation of the UNA's procurement activities. This responsibility includes defining the scope of work and specifications of each procurement, determining the appropriate Procurement Method for each procurement, awarding contracts to successful Vendors, and monitoring the performance of Vendors.
- 2.3. The Board maintains the ability to identify specific procurements of interest that require additional approval by the Board, in addition to its authority to approve contract awards required by this Policy. UNA Staff maintain the ability to identify procurements in which approval by the Board is in the best interest of the UNA.
- 2.4. When recommending contract awards to the Board for approval, UNA Staff shall provide the Board with a description of the Procurement Method undertaken, each bidder's tender, and the value of the award.
- 2.5. Where it is stated in this Policy that a requirement may be waived by the UNA, the authority to waive such requirement is pursuant to one's Awarding Authority. For example, the Procurement Method requirement for a purchase may be waived by a Manager if they could have authorized the purchase themselves.

3. Procurement Methods, Thresholds, and Awarding Authority

- 3.1. Subject to the spending and contracting authorities prescribed in the Delegation of Authority Policy, UNA Staff may commit the UNA to expenditures that are in accordance with the UNA's budget for the fiscal year and enter into contracts on behalf of the UNA.
- 3.2. Procurements with an anticipated value of \$50,000 or greater shall undergo Public Competitive Process.
- 3.3. The anticipated value thresholds in Appendix A shall guide the appropriate minimum Procurement Method and Awarding Authority.
 - 3.3.1. For greater certainty, receiving less bids or proposals than required by a Procurement Method does not constitute a violation of this Policy. For example, receiving two quotations when three quotations were requested is not a violation of this Policy.

4. Single Source, Sole Source, and Emergency Purchases

- 4.1. Where it can be demonstrated that, despite there being competitors in the market, conducting the minimum Procurement Method required by this Policy for a purchase would be impractical because
 - a) it would adversely affect a function of the UNA,
 - b) it would result in administrative costs that would exceed the benefit derived from that Procurement Method,
 - c) there is a need to obtain unique third-party skills, or

d) it would be cost-effective to maintain an existing Vendor for a specific task, the UNA may waive the Procurement Method requirements in this Policy and authorize the purchase of a good or service from a particular Vendor (a **“Single Source Purchase”**).

4.2. Where it can be demonstrated that only one Vendor can provide a particular good or service, the UNA may waive the Procurement Method requirements in this Policy and authorize the purchase of that particular good or service from that vendor (a **“Sole Source Purchase”**).

4.3. When an unforeseeable and urgent situation exists where the goods or services cannot be obtained in time by the minimum Procurement Method required by this Policy and the lack of goods or services may

- a) adversely affect a function of the UNA,
- b) harm or damage the UNA's property or assets, or
- c) jeopardize the health or safety of individuals,

the Board or the Chief Administrative Officer may waive the Procurement Method requirements in this Policy and authorize the purchase of necessary goods or services (an **“Emergency Purchase”**).

5. Exemptions

5.1. The expenditures listed under Appendix B are exempted from the requirements in this Policy, but are subject to other applicable Board Policies.

6. Contract Terms and Change Orders

6.1. The maximum term of contract shall be five years, unless approved by the Board or the Chief Administrative Officer, subject to the spending and contracting authorities in other applicable Board Policies.

6.1.1. For greater certainty, the maximum term of contract includes the option to renew or extend a contract.

6.2. A contract may be extended past the maximum term of contract if the UNA is in the process of, or about to be in the process of, procuring the goods or services being provided under the expiring contract so as to complete the procurement process.

6.3. Change orders within the scope of a contract are not required to undergo further tender.

7. Vendor Performance

7.1. The UNA shall actively monitor the performance of Vendors and work with Vendors to resolve any minor performance issues. In instances where severe performance issues or an unsatisfactory accumulation of minor or moderate performance issues occur, Vendors may be subject to termination of a contract or disqualification from future business with the UNA.

7.2. The UNA shall conduct a review of a Vendor's performance following the end of their respective contract's term.



7.2.1. Where the UNA considers renewing a contract with a Vendor, the UNA shall complete a review of the respective vendor's performance by the deadline of which the UNA must decide whether to renew the contract or not.

8. Prequalified Vendor List

- 8.1. The UNA may prequalify Vendors that could be contracted by the UNA to provide goods or services in a timely manner or on a standing order.
- 8.2. The UNA may require that a Vendor provide rates, listing of equipment and experience, or term and conditions for the goods or services they may be contracted to provide in order to prequalify.

9. General

- 9.1. The dollar amounts stated in this Policy are exclusive of any taxes applicable to the purchases.
- 9.2. It is contrary to this Policy for two or more transactions to be entered into rather than a single transaction in order to avoid a limit on spending authority or undergoing a required Procurement Method.

Policy History & Information

Original Policy Approval Date

May 20, 2025

Next Review Date

May 20, 2028 (every three years)

Related Documents & Legislation

- UNA Delegation of Authority Board Policy (#01-14)
- UNA CAO Powers, Duties, and Functions Board Policy (#01-15)



APPENDIX A

PROCUREMENT VALUE THRESHOLDS

Anticipated Value	Awarding Authority (min.)	Procurement Method (min.)
\$7,500 or less	Manager	Request one quotation
\$7,500 - \$10,000	Manager	Request three quotations
\$10,000 - \$50,000	Chief Administrative Officer	Request three quotations
\$50,000 - \$100,000	Chief Administrative Officer	Public Competitive Process
\$100,000 or greater	Board	Public Competitive Process



APPENDIX B

LIST OF EXEMPTED EXPENDITURES

Expenditures for the following goods and services are exempt from the requirements in this Policy, but are subject to other applicable Board Policies:

- a) Rental, lease, or purchase of real property
- b) Legal and notary services
- c) Goods and services the supply of which is controlled by a statutory monopoly
- d) Treasury services, including banking, financial, and investment management services
- e) Utility services, including hydro, gas, and telecommunication charges
- f) Health and social services, including employee health insurance plans
- g) Insurance policies and insurance brokering services
- h) Professional development, including trainings, conferences, and membership dues
- i) General postage
- j) Employment contracts and human resources services
- k) Good and services provided by UBC or UBC Properties Trust