

# VIC JUBA COMMUNITY THEATRE POLICY

**Title: Procurement**  
**Effective: November 1, 2017**



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## 1. PURPOSE

To establish standards and guidelines for the procurement of supplies, equipment, construction, and services to ensure that they are obtained as economically as possible through an open and competitive process, and that contracts are managed with good administrative practices and sound business judgment.

## 2. CODE OF CONDUCT

A Code of Conduct shall govern the performance, behavior and actions of Vic Juba Community Theatre, including Board members, employees, or volunteers who are engaged in any aspect of procurement, including – but not limited to – purchasing goods and services; awarding contracts; or the administration and supervision of contracts.

- 2.1 No Board member, employee, or volunteer of Vic Juba Community Theatre shall participate in the selection, award or administration of a bid or contract if a conflict of interest is real or apparent to a reasonable person.
  - 2.2 Conflicts of interest may arise when any Board member, employee, or volunteer of Vic Juba Community Theatre has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award.
  - 2.3 No Board member, employee, or volunteer of Vic Juba Community Theatre shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of federal, provincial and local procurement laws and policies established to maximize free and open competition among qualified vendors.
  - 2.4 Vic Juba Community Theatre's Board members, employees, or volunteers shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of \$100 per calendar year from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.
  - 2.5 As permitted by law, rule, policy or regulation, Vic Juba Community Theatre shall pursue appropriate legal, administrative or disciplinary action against a Board member, employee, or volunteer who is alleged
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to have committed, has been convicted of or pled no contest to a procurement related infraction. If said person has been convicted, disciplined or pled no contest to a procurement violation, said person shall be removed from any further responsibility or involvement with procurement.

### **3. SOLICITATION**

3.1 All procurement transactions will be conducted to provide – to the maximum extent possible – free and open competition among suppliers. Vic Juba Community Theatre must begin with an analysis of the need for the procurement, to avoid the purchase of unnecessary items (this may include an examination of lease versus purchase alternatives). The purchaser must then identify and clearly specify standards for the goods or services desired, and seek competitive offers where possible to obtain the best possible quality at the best possible price.

In general:

3.1.1 Some form of cost or price analysis shall be made and documented in the procurement files in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted and market prices, together with discounts.

3.1.2 Written quotations must be sought for goods and annual service agreements exceeding \$2,000.00 or for an asset great than \$10,000.

### **4. SELECTION**

4.1 Price should be one of the factors in the evaluation of responses, but Vic Juba Community Theatre is not required to take the lowest price if other factors are important to the decision.

4.1.1 There should be an objective method for selection, and any factors for evaluation and selection should be listed in the procurement documents.

4.1.2 Awards shall be made to the vendor or supplier whose quote is responsive to the solicitation and is most advantageous to Vic Juba Community Theatre (price, quality and other factors considered).

4.1.3 A quote may be rejected when it is in Vic Juba Community Theatre's interest to do so.

## **5. DOCUMENTATION**

5.1 At a minimum, procurement records must clearly show how Vic Juba Community Theatre:

5.1.1 Determined which bids or quotations to accept and which to reject; and

5.1.2 Determined the basis for the contract cost or price.

## **6. ADMINISTRATION**

6.1 Vic Juba Community Theatre is responsible for evaluating contractor performance and documenting, as appropriate, whether contractors have met the terms, conditions and specifications of the contract. This may include progress inspections, interim products, inspection of goods delivered, and other such methods that provide assurance that the goods or services purchased are being delivered within the scope of the contract.

6.2 The General Manager must ensure that:

6.2.1 The method of procurement is documented and records maintained for 7 years after final payment is made;

6.2.2 All activities are carried out and costs are incurred in compliance with applicable requirements; and

6.2.3 Before payment is made, services performed are adequate and consistent with the contract scope of services.

## **7. CHANGES TO THE POLICY**

7.1 Revisions to this policy can be made without notice and are the responsibility of the Finance & Admin Committee. Revisions to the policy must be approved by the Board of Directors.