





Procurement Policy Update


PURPOSE

The purpose of this Policy is to establish governance parameters for the purchasing of all *Goods & Services* for the City.

SCOPE

The Policy applies to all employees, volunteers and other authorized personnel responsible for purchasing Goods & Services for the City, responsible for approving the purchase of Goods & Services, or responsible for executing contracts for the purchase of *Goods & Services*, on behalf of the City.

Procurement Policy Update



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WHAT THIS POLICY MEANS FOR STAFF/CITY

The procurement value thresholds and corresponding approval protocols will reflect the City's commitment to the following:

- Responsible fiscal spending and management;
- Fair, open, and transparent procurement practices; and,
- Compliance with applicable trade agreements employing the most stringent of the standards.

ONE ELEMENT OF SUPPORTING OUR LOCAL ECONOMY

Wherever possible Low-Value Purchases (or \$5,000 or less) **to include local business** in the procurement.

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WHAT THIS POLICY MEANS FOR VENDORS

- Promotes fair, open, and transparent purchasing practices for the City's purchase of Goods & Services;
- Protects the interests of the citizens of Nanaimo, ensuring the City obtains the best value and good outcomes for its expenditures; and
- Establishes controls for approval, process, advertising, and Contract requirements appropriate for a public institution;
- All purchases exceeding \$25,000 must continue to use an open, transparent and non-discriminatory competitive selection process and comply with federal and provincial requirements for open tendering.
- In accordance with all of the applicable Trade Agreements, **there will be no local preferences** for competitive process purchases.

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Requirement in the Policy to review it every 3 years to determine its:


- Effectiveness
- Appropriateness

Review was completed in 2020 with Staff consultation and the following minor updates were made:

- Remove, revise, and add definitions;
- Remove any procedural elements not consistent with a policy;
- Align with modifications to the organizational structure;
- Add reference to new Trade Agreements not in effect in 2017; and,
- Align with advice from Legal Counsel

Procurement Policy Update





Sustainable Procurement Policy

WHAT THIS POLICY MEANS FOR STAFF/CITY

- Consider the sustainability impacts associated with their purchase;
- Integrate the most relevant sustainability considerations into the selection process from the creation of solicitation documents through to evaluation and vendor selection;
- Communicate with vendors about sustainability when possible; and,
- Monitor progress of implementation and improve practices over time.

WHAT THIS POLICY MEANS FOR VENDORS

The inclusion of sustainability considerations in the procurement process will signal to potential suppliers the City's commitment to local priorities and global sustainable development goals (SDG) and will encourage suppliers to innovate and offer more environmentally, ethically and socially responsible goods and services.

Sustainable Procurement Policy



Next Steps

Sustainable Procurement Policy Implementation:

- Continue to engage the Working Group
- Develop Tools to guide implementation of sustainability into various procurement activities;
- Develop specific Standard Operating Procedures;
- Identify High Impact Procurement Opportunities (HIPO) and imbed relevant sustainability considerations in RFx documents;
- Identify indicators that will capture process and outcome measurements;
- Create a Vendor communication and engagement plan to foster external stakeholder understanding of the program; and,
- Engage and train staff.

Procurement Policy Update & Sustainable Procurement Policy