

**Purchasing Policy
Black Business & Professional
Association (BBPA)**

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1. The Objective of BBPA Purchasing policy

The role of the purchasing policy is to define standard methods and procedures for the BBPA to purchase products and services from different vendors.

The Procurement portion of this policy ensures that BBPA gets the highest quality of desired goods and services at the best price possible. This policy covers all expenses for the BBPA. Non-vendor payments are defined as exceptions and proper procedures are in place to manage these payments.

Compliance with this policy is mandatory for the Board of Directors and all employees of the BBPA. Noncompliance with this policy could lead to action including termination of employment and/or removal from the Board of Directors. The Executive Director is responsible for maintaining and implementing the processes defined in this policy. For any suggestions and/or feedback, please email: purchasing@bbpa.org

2. Role of Purchasing Committee

The role of the Purchasing Committee is to help the BBPA get the best value for the products and services we purchase, reduce cost, reduce supply risk, and enable stakeholders to reach their business goals. A quorum of 3 persons from the Procurement Committee is required support a request to procure.

The Purchasing Committee comprises of:

1. The Director of Governance
2. The Treasurer
3. The Executive Director
4. The relevant Board Member or Committee Chair for the goods/services to be procured

The key terms of reference for the committee shall be to:

- Award tenders
- Approve orders
- Award contracts
- Approve variation of contracts conditions

SEPARATION OF DUTIES

There shall be proper separation of duties between:

- i) The person who requests the product or service from a vendor is separate from the person who orders the product or service from a vendor.
- ii) The person who orders a particular product or service from a vendor is separate from the person who receives and accepts the goods into the office.
- iii) The person who satisfies that the goods supplied and/or the services rendered are satisfactory is separate from the person who orders the product or service from a vendor.

- iv) The person who authorizes payment is separate from the person who orders and/or receives the goods and/or services.

CONTROLS ON PROCUREMENT

Procurement staff and all members of the procurement committee will be required to sign a Conflict-of-Interest document stating that they will not purchase goods or services from a company in which they have a vested interest (See Conflict of Interest Section 6)

3. Vendor RFP, Selection, Setup & Onboarding Process

Where required, the BBPA will issue a Request for Quotation (RFQ) or a Request for Proposal (RFP). Relevant bidders will be invited through a formal RFQ/RFP document that will define the requirement with clear specifications, timelines and selection criteria following all applicable procurement laws and/or regulations in Canada and the Province of Ontario. RFPs will also outline contract terms and provide guidance on how bids should be formatted and presented. All vendors will receive the same information.

Additionally, an evaluation may be conducted by inviting multiple vendors to register with the BBPA for the provision of certain services to create a vendor of record (VOR). All vendors will be vetted by the Purchasing Committee to ensure that they meet various predefined criteria for vendor selection and the best value match vendor for the BBPA. At that time vendors who present the best value match, will be setup and listed in the BBPA directory as "Preferred" vendors.

VENDOR SELECTION

Careful selection of vendors will be done to ensure that best possible price, quality, lead times, and service/support are available within the markets is obtained.

VENDOR SELECTION CRITERIA

The following set of criteria is essential (but not limited to) for deciding on choice of vendors:

1. Price
2. Quality of goods/services (must be verified)
3. Availability of goods/services within the required delivery time
4. After sale services, including availability of parts/supplies
5. Bidder's previous record of performance and service
6. Insurance
7. Limitation of Liability
8. Ability of bidder to render satisfactory service in this instance
9. Financial stability of the vendor
10. Accessibility of bidder's representatives
11. Payment terms
12. Warranty
13. Ability to provide samples
14. References

PROCEDURE FOR TENDER

Board Members, Chairs of Committee, or Individual Members of the BBPA may recommend potential vendors but the selection of those invited will be left to the discretion of the Procurement Committee.

PURCHASE ORDERS (PO)

The PO signed by both parties, is a contract and includes all information regarding the goods and services being procured, as well as standard terms of delivery, payment, legal jurisdiction, insurance, limitation of liability, warranty, and arbitration in case of dispute. Upon selection of a vendor, a legally binding contract or work order will be drawn-up for the goods and services and signed by both parties prior to procurement. Detailed specifications, quantities, unit prices, delivery deadlines, locations, and payment schedules must be specified in such contracts.

ORDER FOR RECURRING REQUISITION

Procurement of a recurrent nature, i.e., where the same goods and services may be issued several times a year, one vendor may be selected for a period of up to one year. That contract number will be referenced in each instance where those goods or services are required without requiring separate quotations and contracts.

CERTIFYING DELIVERY OF GOODS AND SERVICES

The procurement process is not complete without certification that the goods and/or services procured have been received to the BBPA's satisfaction, adhering to the terms of the requisition. Once the BBPA has certified that the goods and/or services have been received satisfactorily, payment will be made upon submission of a correct invoice.

All vendor setup requests require Vendor legal name and address, GST #, Payment terms and any other conditions of sale. Once approved as a "Preferred" vendor, the required information should be sent to purchasing@bbpa.org.

The Executive Director and Administrative staff will be the main point of contact for vendors during the RFP process. The BBPA Administrative office will coordinate the activities, schedule and scoring of the vendor responses by working with both internal and external stakeholders.

4. Invoicing process and guidelines

There are two approaches to submit invoices:

1. Email invoice to purchasing@bbpa.org
2. Mail invoice to BBPA, Purchasing Dept. 180 Elm Street, Toronto, ON M5T 3M4

5. Competitive Bidding

This section details guidelines to secure competitive bids from multiple vendors.

\$0 - \$5,000	1 Quote
\$5,001 - \$10,000	2 Quotes
\$10,001 - \$25,000	3 Quotes
Greater \$25,001	Request for Proposal (RFP)

VENDORS OF RECORD: SOLE SUPPLIERS

In the interest of ensuring quality, reliability and timeliness, the procurement committee may establish purchase agreements or contracts with certain providers of regularly purchased goods. Where possible due to other factors, the procurement committee will negotiate costs and discounts with the supplier. These agreements and prices (net of discounts) will be reviewed annually to ensure that they are competitive. In addition, a justification form will be filled out, "Non-Competitive Procurement", and signed off by the Procurement Committee outlining the reasons for sole sourcing the procurement of the goods and/or services.

6. Ethical purchasing and Conflict of Interest

The BBPA Code of Conduct & Employee Handbook details its conflicts of interest policy that addresses ethical situations employees must follow. In addition to purchasing of goods and services, it addresses how employees should respond to issues concerning bribery, data protection, confidential information, and social media.

7. Supplier Diversity

As a good corporate citizen, the BBPA is committed to promoting diverse suppliers.

Diverse suppliers include but are not limited to the following:

1. Black-owned enterprise/business – BOE
2. Small Disadvantaged business - SDB
3. Women-owned business – WBE
4. Minority-owned business – MBE
5. LGBTQ-owned business – LGBTQ-OB

Diverse businesses who wish to procure from the BBPA may send an email request of introduction to purchasing@bbpa.org.