



Policy Title: Procurement Council Policy Policy No.: 840

Date Approved: 2018-08-13 Policy Type: Administration

1. Policy Statement

The City of Chestermere undertakes various types of procurements every year. Procurement policies protect the interests of the residents, Council, and Administration by requiring the best value for each dollar spent.

Policy 652 – Procurement Policy and Protocols provides the foundation for how the City shall purchase goods, services, or construction. This policy should be read before any procurement process is undertaken.

2. Definitions

- (a) **CAO** means the Chief Administrative Officer of the City of Chestermere who is appointed by City Council;
- (b) **CETA** means Comprehensive Economic and Trade Agreement between Canada and the European union;
- (c) **CFTA** means Canada Free Trade Agreement;
- (d) **City** means the City of Chestermere;
- (e) **City Administration** means the staff members of the City of Chestermere;
- (f) **COST** means Corporate Outcomes and Strategies Team;
- (g) **Council** means Elected Officials of the City of Chestermere;
- (h) **Council Cooling Off Period** means the six (6) month period which commences at the end of an Elected Official's Council term;
- (i) **Employee** means an individual employed or contracted by the City of Chestermere;
- (j) **NWPTA** means New West Partnership Trade Agreement;
- (k) **Orbidder** means web-based program to manage the City's procurement at one place; and

- (l) **PMO** means Project Management Office, also acting as Interim Procurement Office.

3. Policy

- (a) This policy applies to Council and all Employees involved directly or indirectly in the procurement of goods, services, or construction for use by the City.
- (b) Council's strategic direction is that the City conducts procurement activities in a matter that:
 - (i) is consistent with the principles of fair, open, and transparent public sector procurement;
 - (ii) provides the best value to the City for each dollar spent;
 - (iii) is in accordance with the most recent version of NWPTA, CFTA, CETA, and all other trade treaties that are applicable to municipalities; and
 - (iv) aligns with all other City policies and regulations.
- (c) During the Council Cooling Off Period, a former Elected Official cannot:
 - (i) on behalf of themselves, solicit or accept a contract or benefit from a department of the City or a City agency with which the former Elected Official had significant official dealings with during the former Elected Official's last year of service;
 - (ii) on behalf of any other person, make representations with respect to a contract with or benefit from a department of the City or a City agency;
 - (iii) accept employment with a person or entity, or an appointment to the board of directors or equivalent body of an entity, with which the former Elected Official had significant dealing during the former Elected Official's last year of service; or
 - (iv) act on a commercial basis or make representation on their own behalf or on behalf of any other person in connection with any ongoing matter in connection with which the former Elected Official had significant official dealing during the former Elected Official's last year of service.
- (d) The CAO shall direct Employees to conduct the procurement process in a manner that is consistent with the City's administration policy and procurement protocols as listed below:
 - (i) Policy 652, that being the Procurement Policy and Protocols
 - (ii) Procurement Planning Protocol
 - (iii) Format Selection Protocol
 - (iv) Document Drafting Protocol
 - (v) Invitational Competition Protocol
 - (vi) Open Competition Protocol
 - (vii) Enhanced Consensus Scoring Protocol
 - (viii) Non-Standard Procurement Protocol
 - (ix) Low Value Procurement Protocol
 - (x) Qualified Supplier Rosters Protocol
 - (xi) Negotiation Protocol
 - (xii) Bidder Debriefing Protocol



- (xiii) Procurement Protest Protocol
 - (xiv) Supplier Suspension Protocol
 - (xv) Contract Management Protocol
 - (xvi) Supplier Performance Evaluation Protocol
 - (xvii) Use of Orbidder to complete the Procurement Processes
- (e) Council and Employees must keep all propriety information, intellectual property, and any sensitive information disclosed during the course of conducting the City's business secure and confidential.
- (f) All procurements must have clear specifications, a list of deliverables, and a clear evaluation criterion. Procurement thresholds and delegated approving authority must be followed as identified in Schedules B and D of Policy 652, that being the Procurement Policy and Protocols.

4. Responsibilities

- (a) This policy applies to Elected Officials and City Employees.
- (b) The CAO is required to create, approve, and implement procurement administration policy and protocols.

5. References

- Canadian Free Trade Agreement (CFTA)
- Canada-Europe Comprehensive Economic and Trade Agreement (CETA)
- New West Partnership Trade Agreement (NWPTA)
- City of Calgary Procurement Guiding Principles (FA-033)
- City of Chestermere Policy 652 – Procurement Policy and Protocols

Approved by:



Mayor



CAO

Revision History *(completed by Legislative Services)*

Policy Title	Date Approved	Resolution No.
Policy 612 – Purchasing	2007-02-20	054-07
Policy 612 – Purchasing	1995-10-02	