

## 1. OVERVIEW

Banff Centre is committed to an open and non-discriminatory process for all goods and services required by Banff Centre to conduct the business of Banff Centre. The competitive procurement process ensures that Banff Centre complies with appropriate regulations and trade agreements, applies best practices, and receives the best overall value for the purchase of goods and services. All purchases in excess of the Competitive Procurement Thresholds are subject to the Competitive Procurement and Competitive Procurement Exception Procedure. Multiple quotes are required for purchases of goods and services below the Competitive Procurement Thresholds. Requestors may elect to use the Competitive Procurement procedure for purchases under the Competitive Procurement thresholds.

## 2. PURPOSE

The purpose of this procedure is to outline the process to be followed when soliciting competitive bids for the purchase of goods and services and to outline the circumstances under which it may be appropriate not to proceed with the competitive procurement process (CPP) and proceed directly to the acquisition with a sole or single source supplier. This procedure outlines the process to be followed when requesting a competitive procurement exception (CPE) or a sole or single source exception (SSE).

## 3. PROCEDURE

### 3.1. Valuation

A valuation must be completed for all proposed purchases of goods and services or construction services and must include the estimated current value of all goods and services that may be required over a period of time along with all forms of remuneration including, but not limited to: premiums, fees or commissions, and any costs for installation, operation or maintenance. Taxes are not included in valuation. The valuation must also include all potential contract extensions. Splitting purchases into multiple requisitions to circumvent thresholds is prohibited.

### 3.2. Thresholds

3.2.1. In order to comply with the New West Partnership Trade Agreement (NWPTA), the Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic Trade Agreement (CETA), Banff Centre must competitively procure and advertise purchases greater than the following thresholds (the “Competitive Bid Thresholds”):

- (a) Goods and services equal to or greater than \$75,000.00 CAD; and
- (b) Construction services equal to or greater than \$200,000.00 CAD

3.2.2. For purchases of goods and services below the Competitive Procurement

Thresholds, Banff Centre must obtain multiple quotes from prospective vendors as follows:

	1 quote*	2 quotes**	3 quotes**
Goods and Services (other than Physical Facilities and ITS)	\$0 to \$10K	\$10K to \$25K	\$25K to \$75K
Physical Facilities, ITS	\$0 to \$25K	\$25K to \$75K	\$25K to 75K

\* Verbal or written quotes. For purchases worth \$5K and above, the verbal quote must be noted on, or the written quote must be attached to the Purchase Request.

\*\* Written quotes, attached to the Purchase Request.

### 3.3. Competitive Procurement Process

3.3.1. The competitive procurement process varies depending on the requirements, dollar value and complexity of the proposed purchase. Banff Centre uses two main competitive procurement models (RFx), both non-binding and negotiable:

- (a) The Request For Proposal (RFP) for complex procurement or where pricing is worth less than 50% of the evaluation. RFP may also be called: Request for Bid or Request For Tender.
- (b) The Request for Quotations (RFQ) for simple procurement where pricing is the main evaluation criteria.

Other models may be used as needed such a Request For Pre-Qualification (RFPQ) or Request For Information (RFI).

#### 3.3.2. Initiating the Process

The requesting department must contact the Manager, Procurement & Supply Management when a procurement need has been identified that requires an RFx. The requesting department must ensure that the budget is in place to support the purchase.

#### 3.3.3. Procurement Process

- (a) The Manager, Procurement & Supply Management will recommend the RFx model to be used and will work with the requesting department on establishing the deliverables or scope of work and the evaluation criteria and their weighting.

- (b) The Manager, Procurement & Supply Management will prepare the RFX documents package.
- (c) All proposed purchases in excess of the Competitive Procurement Thresholds must be posted on the Alberta Purchasing Connection (APC) website for the supplier community to consider. Suppliers are given a reasonable period of time, based on the value and complexity of the proposed purchase, to respond.

3.3.4. Evaluation

- (a) Once an RFX closes, the Manager, Procurement and Supply Management will review all submissions to ensure commercial compliance and compliance with mandatory requirements of the RFX.
- (b) The Manager, Procurement and Supply Management will forward the compliant proposal bids to the evaluation team and facilitate the evaluation process.
- (c) All proposals must be evaluated in accordance with the published criteria and evaluation process. The evaluation process may include steps such as proposal evaluation, presentations, demonstrations, solution refinement and negotiations.
- (d) Scoring and evaluation notes and award decisions must be recorded. The Manager, Procurement and Supply Management is the official record holder of all documents.

3.3.5. Contract

No goods or services are to be provided to Banff Centre until a Purchase Order or agreement has been fully executed, unless explicitly authorized by the department's Vice President or Executive Director.

3.3.6. Multiple Quote Process

- (a) Multiple quotes are required for purchases of goods and services equal to, or greater than \$10,000.00 (\$25,000 for Physical Facilities and ITS purchases) but less than \$75,000.00, unless the purchase is made from a "Preferred Supplier" or when a purchase relates to an existing contract renewal or extension.
- (b) For purchases of goods and services less than \$10,000 (\$25,000 for Physical Facilities and ITS purchases) it is recommended to obtain more than one quote, but not required.
- (c) Quotes should include, at a minimum, the description of goods and services,

unit prices, warranty when relevant, lead time and shipping terms.

- (d) The purchase is made using a Purchase Order or credit card, depending on the value of the Purchase.

### 3.4. Competitive Procurement Exception Request & Sole and Single Source Exception Process

- 3.4.1. All procurement should occur through competitive means unless the procurement falls under the trade agreements exceptions or the opportunity to solicit competitive bids does not exist. In these situations, a Competitive Procurement Exception (CPE) or a Sole and Single Source Exception (SSE) process may be appropriate.
- 3.4.2. An exception cannot be used to avoid competition between suppliers or to discriminate against suppliers.
- 3.4.3. The following process must be followed for all CPEs and SSEs:
  - (a) Determine that a Competitive Procurement or Sole and Single Source Exception is allowable.
  - (b) The department requesting the bid must complete a “Competitive Procurement or Sole and Single Source Exception” form.
  - (c) The form must be signed by the requesting department and the Manager, Procurement & Supply Management. In addition, for a procurement above the Competitive Procurement Threshold, the form must be signed by the Chief Financial Officer (CFO).
  - (d) The form must be attached to the Purchase Request.

### 3.5. Preferred Supplier

- 3.5.1. Preferred Suppliers will be selected and awarded contracts through a competitive procurement process.
- 3.5.2. Banff Centre will publish the list of Preferred Suppliers on its internal shared drive (SharePoint) and will update the list on a regular basis.
- 3.5.3. Preferred Suppliers should always be the first choice for purchasing goods and services. When specific categories are not listed or when Preferred Suppliers cannot meet the requirements of a bid, the Manager, Procurement and Supply Management will work with the Requestor to source an appropriate supplier which may include initiating a competitive procurement process in accordance with section 3.3 of this procedure.

**4. DEFINITIONS**

**Banff Centre Community.** Includes those persons involved in or associated with, Banff Centre or its affairs including all artists, contractors, consultants, employees, faculty, participants, volunteers, members of the Board of Governors, and members of the Board of Directors of The Banff Centre Foundation, while they are: on or using Banff Centre property; participating in Banff Centre programs, events or activities (whether virtual or in person); or acting on behalf of Banff Centre.

**Members of the Banff Centre Community.** Those persons involved in conducting Banff Centre affairs including all registered participants, faculty, employees, volunteers, contractors, Directors and Governors.

**Preferred Supplier.** A supplier that has been selected through a competitive procurement process. Here, “Preferred supplier” also refers to Pre-Qualified supplier or “Vendor of record”. The preferred supplier has entered into a contractual relationship with Banff Centre.

**Requestor.** The Banff Centre employee who initiates a request for goods and services.

**5. ASSOCIATED POLICIES**

- Supply of Goods and Services Policy

**6. APPROVAL AUTHORITY**

Chief Financial Officer

**7. ACCOUNTABILITY**

Manager, Procurement & Supply Management

**8. PROCEDURE HISTORY**

- 10.1 Approved: **October 25, 2024**
- 10.2 Effective: **October 25, 2024**
- 10.3 Review Frequency: **Three (3) Years**
- 10.4 Next Review: **October 2027**

**Modification History**

Date	Modification
October 25, 2024	Replaces the existing Purchasing Policy and Specifications, Competitive Bids and Tenders.