

Preamble:

To guide Pride Winnipeg staff on the process for procurement and managing contracts with suppliers.

Policy Statement:

The process for awarding contracts to suppliers must be done in a fair and transparent process. These procedures are designed to protect both Pride Winnipeg and the supplier and to ensure the business relationship is open, honest and at arm's length.

Procedures:

Supplier Database

The Logistics and Transportation Director will maintain a supplier database for the organization. The database will contain the following information:

- Companies that have provided services and/or products for Pride Winnipeg
- Companies that have placed bids on contracts but were not selected.
- Contact information for each company listed.
- The service and/or product the company provides.
- The most recent year Pride Winnipeg did business with the company.

Banned Suppliers

A ban on a supplier is warranted for any of the following reasons:

- Repeated failure by vendor/supplier to meet delivery schedules.
- Failure to deliver.
- Delivery of unauthorized goods.
- Unauthorized substitution on specified goods.
- Service/product deficiencies.
- Repeated billing errors.
- Doesn't support the mandate of the Organization.
- Causing a negative reputation for the Organization.
- An offer of gifts or bribes to Pride Winnipeg personnel.

For a supplier to be banned a case must be submitted to the Board of Directors outlining the reasons for the ban. If the Board of Directors accepts the ban recommendation the supplier in question will be added to the list of banned suppliers. No business may be conducted with a banned supplier. A ban on a supplier may be lifted by the Board of Directors.

Use of Member Equipment/Services

Managing Members cannot charge the organization for the use of products and/or services that they own. Costs that occur from usage of a product and/or service (known as "Consumable Costs") may be reimbursed to the Managing Member. A consumable cost reimbursement that has a total under \$50.00 may be approved by the President or Vice-President, Finance. A consumable costs reimbursement that

has a total over \$50.00 must be approved by the Board of Directors **PRIOR** to incurring the consumable costs.

Supplier Diversity

Preference will be given to suppliers who are majority owned and/or operated by LGBTTQ* individuals.

Procurement and Bidding Process

The procurement and bid process must be followed for any single purchase over \$1,000. Before the process is initiated financial approval for the purchase must be granted.

1. The event or project manager will submit a supply request to the Logistics and Transportation Director.
2. The Logistics and Transportation Director will prepare an RFQ which should include the following:
 - a. Contact person and email/phone number.
 - b. Date and time of closing.
 - c. Project title and general description.
 - d. Needed service and/or product description, amount required, and date of delivery.
 - e. Number of years the contract will be valid for (for multi-year agreements).
3. The Logistics and Transportation Director will send the RFQ to the Public Relations Director and have them upload the RFQ to the website.
4. The Logistics and Transportation Director will send out the RFQ to suppliers. When sending out an RFQ a minimum of three companies must be contacted and a quote received from each.
 - a. If the service and/or product is unique and receiving three quotes is not possible a detail explanation will need to be drafted and sent to the Vice President, Finance for approval. This request is known as a single source request.
 - b. The event or project manager may request that certain suppliers be sent the RFQ.
5. The Logistics and Transportation Director will collect quotes up to the closing date, after which point they will submit the quotes to the respective event or project managers for their review and selection. Contracts should be awarded to a supplier who exceeds expectations in the following areas:
 - a. The best interests of Pride Winnipeg.
 - b. The quality and performance of the goods or services to be supplied.
 - c. Conformity to specifications.
 - d. Delivery time.
 - e. Other unique requirements outlined in the RFQ.
6. Once the event or project manager has selected the winning bid, they will inform the Logistics and Transportation Director of their decision. The Logistics and Transportation Director will then submit a contract recommendation form to the Vice President, Finance (form is found on Finance SharePoint site) for approval. Once approved the Logistics and Transportation Director will proceed with awarding the contract to the supplier. The notification of award needs to be done through mail or email and within 48 hours of receiving approval from the Vice President, Finance.

Purchase Order

After awarding a contract to a supplier the Logistics and Transportation Director will prepare a Purchase Order. The Purchase Order form is located on the Finance SharePoint site. The form must be fully filled out and sent to the supplier for signing. No services and/or products will be received by the supplier until the Purchase Order is signed and delivered back to the organization. A Purchase Order may be cancelled for any of the following reasons:

- Supplier not meeting the delivery date specified on the Purchase Order.
- Requirements of the Purchase Order having not been properly performed.
- Services and/or products provided not conforming to the specifications of the Purchase Order.
- Delivered goods being damaged or defective.
- Any other reason of noncompliance with the Purchase Order.

The supplier must be notified in writing when a Purchase Order is cancelled. The notification must be done with the Vice President, Finance.

If contents within the Purchase Order need to be modified a change order needs to be issued to the supplier. The change order will include what parts of the Purchase Order are being modified and what modifications are needed. Suppliers do not need to approve the change order as in the supplier contract portion of the Purchase Order it states that modifications to the purchase may be made up to seven days from the date of delivery. No alterations to the contract are permissible verbally. ANY changes must be communicated in writing for it to be legally binding.

Certificate of Insurance

Certificate of Insurance will be required from suppliers in which a high risk for the safety and well-being of the public is present. Examples include:

- Tents.
- Venues.
- AV.
- Vehicles.

Packaging

All items must be packaged in accordance with prevailing commercial practices and in such a manner as to ensure delivery in good condition, and as specified on the Purchase Order. Packages must properly identify the consignee and the Purchase Order number. A packing slip must also accompany each shipment for verification purposes. It is preferred that all packaging be made of recycled material.

Delivery

All deliveries are subject to inspection and approval by the Logistics and Transportation Director or a delegate. Items which do not meet the specifications of the Purchase Order or are not delivered in good condition will be rejected. Any items rejected by Pride Winnipeg must be removed at the supplier's expense.

Price Adjustments

Quoted prices shall remain firm for the duration of the contract unless it is otherwise noted in the special terms and conditions section of the contract/agreement and notification of such changes are received in writing and communicated to the Vice President, Finance.

Payment Terms

Bidders should ensure that payment terms are specifically stated on their bid or proposal. Pride Winnipeg interprets a percentage discount for payment "within 20 days" to mean that a discount will be allowed if the material is accepted and paid for within 20 days after receipt of both the product and the supplier's invoice.

Supplier Invoice

In order to receive payment for services and/or products provided, the supplier must submit an original invoice. Invoices must contain the following information:

- Proper Purchase Order number.
- Complete description of goods or services furnished.
- Quantity delivered.
- Unit prices and extensions.
- Prompt payment discount terms. (if applicable)

Payment

A supplier receives payment for services and/or products provided after:

1. The supplier delivers and Pride Winnipeg accepts the goods or services.
2. The supplier submits an original invoice for the item(s).
3. Pride Winnipeg matches the invoice with the receiving copy of the Purchase Order.

The supplier may be paid by credit card or cheque, payment by cash must be authorized by the VP, Finance and should only be done as a last resort. Cash payments will always take longer to organize and process than a cheque payment. The payment will be made on the date the project manager selected on the contract recommendation form.

Deposits may be paid if stipulated in the contract.

Some suppliers may require payment before delivery of services and/or products; this is acceptable as long as this is stated in the contract.

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