



# Bowen Children's Centre

## Bowen Children's Centre

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## Financial Policy: Purchasing

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### Policy

Bowen Children's Centre (BCC) will act responsibly, fairly and transparently when dealing with its goods and services suppliers, which will be reasonable and local wherever possible. BCC must report purchases over \$500 not in the budget in the monthly report to the Board. For purchases valued over \$3,000 and not in the budget, the Executive Director must seek approval from the Board for both the amount and the process of the purchase.

### Purpose of this Policy

BCC believes that it is important to act responsibly and transparently in its transactions with all of its goods and services suppliers, and to maintain good working relationships in the process.

### Procedures

#### Supplier accounts

1. Wherever possible, BCC will open an account with its regular suppliers that provides regular statements and invoices.
2. BCC may set a dollar limit on a supplier account, with purchases over that limit needing pre-approval from the Board. BCC will tell the supplier about the purchase limit where appropriate.
3. BCC will pay supplier invoices promptly, on the terms agreed.

## **Approval of small, medium and large purchases of goods and services not in the annual budget**

4. The Executive Director must report purchases over \$500 at the monthly Board meeting.
5. For purchases between \$500 and \$3,000, the Executive Director must:
  - a) consult with the Financial Manager to ensure funds are available
  - b) report details at the Board's monthly meetings
6. For large purchases of over \$3,000, the Executive Director must seek the Board's prior approval. The supplier will then be chosen either by a transparent and fair process, or by a formal open competition if required by the Board.
7. **Procedures for large purchases (more than \$3,000) when a formal open competition is NOT required by the Board:**
  - a) The Executive Director will ensure that a transparent and fair process is followed in the selection of a supplier or service provider.
8. **Procedures for large purchases (more than \$3,000) when a formal open competition is required by the Board:**
  - a) the Board will establish an Ad Hoc Committee consisting of Board Members, specialists and BCC staff.
  - b) BCC Board Ad Hoc Committee
    - a. prepares an intent to procure goods and/or services document setting out a detailed description of the work required
    - b. prepares an invitation to bid with a custom set of instructions for bidding on the work required
    - c. advertises the work required with a statement that only successful bidders will be contacted
    - d. sends the invitation to bid with a detailed set of instructions to interested bidders.
  - c) Up until one week from the bid deadline, prospective bidders may ask to visit the site, or to clarify the scope of the work or any other aspect of the work required. BCC will answer requests promptly, copying in all invited bidders. A bidder may not make requests after it has submitted its bid, or after the bid deadline.
  - d) At the bidding deadline, the Ad Hoc Committee will assess the bids against the criteria set out in the intent to procure goods and/or services document. Where needed for a fair, "apples to apples" comparison, the Ad Hoc Committee may contact bidders to clarify information.
  - e) The Ad Hoc Committee will recommend a bidder and seek Board approval. Details about why the bidder was selected must include:

- i. the completed bid evaluation
- ii. a copy of the original bid
- iii. any questions or clarifications answered by BCC during the bid process
- iv. any additional information gathered by the Ad Hoc Committee about this bidder

<b>Related BCC policies</b>	<b>This policy approved on:</b>
Financial Policy: Banking	September 2012
	<b>Updated:</b>