



### 3.7 BID REQUIREMENTS

In order to ensure that the organization's funds are used to purchase the most favourable and appropriate goods and services, the following bid requirements shall be followed unless circumstances dictate a different approach. Due diligence will be done in those circumstances and the rationale will be documented.

- **Operational Expenses:** Multiple bids/quotations are required for an expense item exceeding \$10,000.
- **Capital Purchases:** Multiple bids/quotations are required for all capital purchases exceeding \$10,000.
- **Professional Services:** All professional services (e.g., auditor) will be evaluated at least every three years, and Requests for Proposal (RFPs) will be prepared and sent to qualified firms in the same field as deemed necessary.

Contractors: All contract services will be evaluated annually and Requests for Proposal (RFPs) will be prepared and distributed as deemed necessary.

The following procedure shall be followed to implement the above bid requirements:

1. The relevant working group reviews all quotations and makes a recommendation to the Executive Director.
2. The Executive Director, in consultation with the Executive Committee, makes the official recommendation in a report to the Board of Directors.
3. The Board of Directors reviews the recommendation and makes a decision.

It is important to note, that price may not be the sole determining factor in the award of bids/quotations. Criteria for selection will be developed by the relevant committee reviewing the bids, and may include a variety of factors, such as quality of services, vendor experience, schedule, and cost.

