

Procurement and vendor management policy

Statement

Employees must use open, non-discriminatory and transparent procurement practices that do not unfairly or unnecessarily obstruct, inhibit or complicate the participation of suppliers in competitive procurement processes.

Employees must make procurement decisions that can stand the test of public scrutiny and document them.

Employees must consider the full value of the procurement, including renewals or extensions over the term of the contract, and follow the appropriate procurement process based on the total value of the goods or services being purchased.

For all software procurement, regardless of dollar value, employees must complete a Third Party Intake form.

For all software and hardware procurement, employees must engage the IT Vendor Management Office.

When selecting a vendor, employees must make decisions that are in the best interests of FCC and:

- balance quality and cost to achieve the best value
- consider the integrity of the vendor and provide reasonable assurance that their business practices are ethical

Scope

This policy applies to all FCC employees.

Objective

The objective of this policy is to manage the risks associated with procuring goods or services and to ensure open, fair and transparent procurement practices.

Dollar value	Requirements
\$0 to \$5,000	Non-competitive procurement – Third Party Intake form not required
>\$5,000	Third Party Intake form must be submitted
>\$10,000	Vendor integrity verification is required
>\$50,000	A competitive procurement process will be used unless an exception is granted
>\$500,000	Opportunity must be posted publicly through the federal government electronic tendering service

Effective date: 2023-04-24
 Review: Director, Procurement Services
 Approval: Assistant Vice-President, Operational Risk Management