

Contracting and Procurement

1. POLICY OBJECTIVE

The objective of this policy is to ensure that procurement of goods and services is conducted in a professional and cost effective manner that results in best value to Genome Canada for the achievement of its objectives.

2. DEFINITIONS

Goods: include capital items such as computers and furniture, or consumables such as office stationary and postage.

Services: are non capital and non-consumable items such as consulting services, IT services, financial services, etc.

3. POLICY STATEMENT

All procurement activities shall:

- be guided by the principles of sound judgement, ethical conduct and accountability
- stand the test of public scrutiny in matters of prudence, probity, integrity and sound stewardship, and
- seek to achieve the most effective, efficient, and timely provision of quality goods and services, at the lowest possible cost for equivalent value

4. POLICY REQUIREMENTS

- 4.1 In keeping with the principles set out above, and taking into account considerations of reasonableness and flexibility, all Genome Canada employees and representatives involved in procurement activities shall consider the quality and price of similar goods and services offered by different suppliers and vendors, as preferably determined through a competitive process.
- 4.2 Any discrete procurement activity estimated to cost in excess of \$25,000 for goods and \$50,000 for services, shall, in all instances, be subject to a competitive process. A competitive process is one in which proposals are requested and considered from a reasonable and representative number of suppliers or service providers. The degree of competition should be commensurate with the type, size, dollar value, and risk associated with the goods or services to be procured.
- 4.3 Any exceptions to the requirement for a competitive process must be authorized by the President and CEO. Exceptions would normally be made in circumstances where for example:
 - there is a pressing operational emergency or issue in which delay would be injurious to the interests of Genome Canada;
 - the nature of the requirements are such that, it would not be in the best interest of Genome Canada to solicit bids;
 - There is only one person or firm capable of providing the goods or performing the service.
- 4.4 All exceptions to this policy as may be made from time to time in accordance with article 4.3 above, must be reported to the Executive Committee. The report must include relevant details of the procurement item and the rationale for making the exception.

5. ROLES AND RESPONSIBILITIES

- 5.1 All employees of Genome Canada involved in procurement, as well as contractors and others authorized to undertake procurement activities on its behalf, are responsible for complying with the terms and the spirit of this policy.
- 5.2 The Chief Administrative Officer (CAO) is responsible for administering and providing guidance regarding the application of this policy.
- 5.3 Authorities exercised under this Contracting and Procurement Policy shall be subject to any budget and expenditure limitations as may be laid out in other formal Genome Canada policies and corporate instruments.