

Procurement Policy

Effective Date	November 16, 2022
Approval Date	November 16, 2022
Review Date	November 2027

Policy Statement	<p>Ottawa Community Housing Corporation (OCHC) makes significant purchases of goods and services to support its business requirements.</p> <p>This policy provides overall direction to ensure that procurement activity is legal, ethical, professional, efficient and accountable.</p> <p>In support of OCHC's commitment to sustainability, equity, diversity and inclusion, OCHC will consider whether social procurement criteria can be included in each procurement. This consideration will recognize commitment to the community and aims to increase participation in underrepresented groups, particularly amongst OCHC tenants, and to increase vendor diversity.</p>
Policy Objectives	<ul style="list-style-type: none"> • Standardize requirements and specifications to leverage spending • Require the use of approved procurement methods, procedures, authorizations, approvals, spending and signing authorities • Enhance best value for money by considering both financial and non-financial factors in procurement decisions • Limit exceptions to this policy to extraordinary circumstances

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<p>Policy Principles</p>	<ul style="list-style-type: none"> • Accountability, transparency and responsible stewardship in procurement decision-making are fundamental to OCHC's business practices • Procuring sustainable, energy efficient, environmentally friendly products and practices is preferable in achieving best value for money • Working with organizations with similar objectives and values to procure achieves maximum benefit for OCHC tenants • Being a fair partner to our vendor community enhances the services and products provided to OCHC • Contributing to tenant employment and economic opportunity through procurement nurtures healthy, safe and inclusive communities
<p>Application</p>	<p>This policy applies to Board and Committee members in their approval and oversight function and OCHC employees with respect to the procurement of goods, services, and construction.</p> <p>This policy does not apply to the sale or purchase of real property, insurance, utilities (including electricity and gas), or goods and services covered by the Travel and Hospitality Policy or Tenant Reimbursement Policy.</p>

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Roles & Responsibilities

Key Roles	Key Responsibilities
Board and Committee Members	<ul style="list-style-type: none"> Review and approve annual sourcing and capital works plans Review and approve award of procurements estimated at over \$1 million as outlined in the annual sourcing and capital works plans
Chief Executive Officer, Chief Officers, Vice Presidents, Directors	<ul style="list-style-type: none"> Ensure employees are appropriately informed and comply with this policy, procedures and associated documentation Review, authorize and approve procurement and contracts in compliance with authority Monitor purchasing activity to ensure compliance with this policy, procedures and associated documentation Ensure appropriate recording and retention of documents, and support in debriefing vendors Review and record use of extraordinary circumstances, sole source and single source purchases Report use of extraordinary circumstances and sole source and single source purchases to the Vice President Finance, Strategic Sourcing and Support Service Ensure appropriate remedial action, up to and including termination, for failure to comply with this policy, procedures and associated documentation
Chief Financial Officer and VP, Corporate Services	<ul style="list-style-type: none"> Provides financial approval and reviews and authorizes all expenditures which will proceed to the Chief Executive Officer for approval Review and authorize requests and decisions regarding sole and single source purchases with value more than the financial signing authority limit of the Vice President Finance, Strategic Sourcing and Support Services Receive and report use of extraordinary circumstances, sole source and single source

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	purchases and report on a quarterly basis to the Chief Executive Officer
Vice President Finance, Strategic Sourcing and Support Services	<ul style="list-style-type: none"> • Provide clarification and direction on the interpretation and application of this policy • Review and authorize requests and decisions regarding sole and single source purchases up to financial signing authority limit • Receive and report use of extraordinary circumstances, solesource and single source purchases and report on a quarterly basis to the Chief Financial Officer • Recommend amendments or changes to the policy, procedures and associated documentation
Chief Officer, Community and Tenant Support	<ul style="list-style-type: none"> • Provide support and guidance for Social Procurement initiatives
Managers	<ul style="list-style-type: none"> • Provide supervision and guidance to employees in understanding and complying with this policy, procedures and associated documentation • Discuss this policy with employees and highlight areas or examples which have relevance, given thenature of the employee's work

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<p>Employees</p>	<ul style="list-style-type: none"> • Read, understand and comply with this policy, procedures and other associated documentation • Seek clarification from Business Services if uncertain about how to apply this policy, procedures • Manage contract implementation including vendor performance management and timeliness of deliverables
<p>Senior Manager, Strategic Sourcing and Corporate Services</p>	<ul style="list-style-type: none"> • Provide guidance to employees regarding the policy, appropriate procurement procedures, defining scope of work, clarifying specifications, developing contracts and associated documentation • Validate and advise on procurement strategy including, approach to market and procurement methodology • Monitor purchasing activity to ensure compliance with this policy, procedures and associated documentation • Conduct a quarterly review of the use of extraordinary circumstances, sole source and single source purchases to the Vice President Finance, Strategic Sourcing and Support Service
<p>Procurement Officer</p>	<ul style="list-style-type: none"> • Provide advice and support to facilitate procurement in compliance with this policy, procedures and related documentation • Support in the development of evaluation criteria and associated documentation • Ensure appropriate recording and retention of documents, and support in debriefing vendors • Monitor vendor performance and provide reporting
<p>Procurement Sponsor</p>	<ul style="list-style-type: none"> • Identify procurement requirements, oversee and support procurement process • Approve Strategic Sourcing and Award Strategies when applicable

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Related OCHC Policies and Procedures	<ul style="list-style-type: none"> • Procurement procedures and associated documentation • Delegation of Signing Authority • Conflict of Interest Policy • Code of Conduct • Travel and Hospitality Policy • Disposal of Assets Policy • Tenant Reimbursement Policy • Community and Economic Development Plan
Sponsor	Chief Financial Officer and Vice President, Corporate Services
Questions / Contact	Vice President, Finance, Strategic Sourcing and Support Service

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Definitions

Term	Definition
Approved methods of procurement	Methods defined in the Procurement Procedure and associated documentation. The approved methods of procurement may be amended from time to time by the executive management.
Conflict of interest	<p>Any situation where an Employee, Board Director, or Committee Member's personal interests could influence his or her ability to make decisions with integrity, impartiality and in the best interests of OCHC.</p> <p>Conflict of interest includes a real conflict of interest, which exists at the present time, a perceived conflict of interest, which could appear by an outside observer to exist, whether it is the case, and a potential conflict of interest, which could reasonably be expected to occur in the future.</p>
Contract Manager	Employee who is responsible for the day-to-day management of the contract.
Extraordinary circumstances	An event or circumstance where the immediate purchase of goods or services or the entering of a construction contract is essential or necessary to prevent or alleviate serious delay, a threat to public health, safety or welfare, the disruption of vital services or significant damage to corporate property.
Manager	An employee's direct supervisor, a Manager, Senior Manager, Director, Vice President, or Chief Officer. A supervisor is a person appointed by the employer who has charge of a workplace or authority over a worker (employee).
Procurement sponsor	The individual who is responsible for allocating the budget related to the goods, service, construction being procured, and planning the procurement activity.

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Single source	The procurement of goods or services from a particular vendor rather than through solicitation of bids from other vendors who can also provide the same item.
Social enterprise	<p>An ongoing organization or venture created to achieve a social mission that uses a business model incorporating earned revenue strategies in its operations.</p> <p>The social mission of an OCHC social enterprise partner must be the socio-economic betterment of our tenants and groups who are likely to be OCHC tenants and be the primary reason for the social enterprise partner's existence. OCHC reserves the right to make this determination.</p>
Social procurement	<p>The practice of leveraging purchasing power to support OCHC's commitment to sustainability, equity, diversity and inclusion by including these measures within the procurement process where feasible. These objectives may include enhancing market competition and economic and social advantages stemming from purchases from small and medium organizations, social enterprises or social purpose organizations. They can also include encouraging the conduct of socially responsible and sustainable business practices and advancing diversity and inclusion.</p> <p>Social procurement consideration will contribute to increasing the diversity of vendors, reducing barriers, and enhancing economic and social opportunities for underrepresented groups, such as Black, Indigenous, and racialized Canadians, women and LGBTQ2+ Canadians, particularly those who are OCHC tenants.</p>
Sole source	The procurement of a good or service that is unique to a particular vendor and cannot be obtained from another source.

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<p>Value for money</p>	<p>The selection of goods, services and construction will be based upon the optimum combination of relevant factors beyond the purchase price. This includes, but is not limited to such factors as:</p> <ul style="list-style-type: none"> • total cost of acquisition • quality and fit-for-purpose issues • product or service lead time and delivery schedule • vendor performance • product or service support • environmental and sustainability issues • support and maintenance considerations • end of life disposal • risk mitigation • impact on OCHC tenants and communities • tenant employment and economic opportunities • vendor diversity
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