**Sample Procedures – Purchasing**

1. **Purchasing of Goods and Services**

All employees will comply with a set authorization table as it relates to potential expenditure limits. This range will be set by each Nation based on their organizational chart and programs.

1. Procurement of low value goods and services: $1.00-$2,500.00. All must be made with the best interests and value to the Nation.
2. Procurement of moderate value goods and services $2,501 to $10,000. A documented analysis of the costs and benefits of at least three options will be performed and where practical, informal quotes will be obtained through advertisements, direct solicitations to suppliers and other methods to compare prices and select the best option for the First Nation.

When appropriate, the First Nation will promote the use of local content in the procurement of goods and services

1. Procurement of goods and services above $10,000 to deemed to require Council approval and a competitive purchasing process must occur.
2. **Competitive Purchasing Process**

Under a competitive purchasing process, Council will decide, in consultation with external legal counsel if needed, whether specific suppliers as part of a Request for Proposal (RFP) process will be invited to submit proposals or an open invitation as part of a formal open tender process will be issued.

The Officer responsible for managing an RFP will include, but is not limited to the following:

* background and context
* scope of work
* period of contract
* qualifications (e.g. experience, skills, education, and certifications)
* criteria and weighting (if applicable) by which proposals will be assessed
* proposal due date
* planned contract award date
* First Nation contact person and information
* disclaimer(s) limiting liability of the First Nation in the RFP process; (e.g. This Request for Proposal does not represent a call for tender. Except as expressly and specifically permitted in this RFP, no contractor shall have any claim for compensation of any kind whatsoever as a result of participating in this RFP, and by submitting a proposal, each contractor shall be deemed that it has agreed it has no claim”)
1. **Approval, Initiation and Monitoring**

On a monthly basis, the Director of Finance will review the contract progress, noting and communicating budget variances to the Chief Administrative Officer exceeding the materiality threshold as approved by Council.

On an ongoing basis, the Chief Administrative Officer will monitor the quality of the work and the working relationship with the supplier. Issues noted will be documented in the supplier file and resolved by the Chief Administrative Officer.

Performance evaluation should be tailored to job size and complexity. A review of both the project quality and the service quality should be conducted using a standard set of criteria and applying weight factors established at the time of award.