

Contract and Procurement Policy Statement

The Coaching Association of Canada (CAC) is committed to ensuring CAC adheres to policies that respect the expectations for the use of public or restricted funding appropriate to a leading sport organization in Canada. The Procurement Policy in this document establishes standards and guidelines for the procurement of supplies, equipment and services to ensure that they are obtained as economically as possible through an open and competitive process.

Purpose

The contract and procurement procedures are designed to ensure fair competitiveness, cost effectiveness, transparency and public accountability. To this end, CAC requires that employees refer to the contract and procurement procedures below for the purchase of goods and services. Documentation regarding the procurement process will be maintained by the employee who is purchasing the good or service and final versions of contracts maintained by Finance and Administration.

Scope

For **employment contracts**, CAC will follow these steps:

- 1- The Director establishes need based on budgets and annual plan and prepares or updates job description (CEO approval);
- 2- Posting & Interviews (Assisted by Corporate Services);
- 3- Contract terms established by COO and Director, contract preparation by COO/Corporate Services;
- 4- External contract negotiations lead determined by COO Signing Authority Matrix (**Annex 2**).

For **services contracted out (CAC selling services)**, CAC will follow these steps:

- 1- For products and/or services offered by the CAC, the Director can recommend but the approval authority is with the COO or CEO;
- 2- Negotiations and terms determined by Corporate Services and COO;
- 3- Contract prepared by Corporate Services and COO;
- 4- Signing Authority Matrix (**Annex 2**).

For service/products provider contracts (CAC purchasing goods/services), CAC will follow these steps:

- 1- Need established based on budgets and annual plan;
- 2- Identify and clearly specify standards for the goods or services desired statement of work prepared;
- 3- Follow procurement procedures see **Annex 1**;
- 4- The selected service provider presents contract offer to CAC;
- 5- Contract reviewed by COO; negotiations done by Director or delegate; if needed legal counsel can be sourced. Where possible, CAC service contract templates will be used and prepared by the Corporate Services department.
- 6- Contract shall be made to the goods and service provider whose bid is most advantageous to the organization (price, quality and any other factors considered).
- 7- Follow signing Authority Matrix (**Annex 2**)

For Emergency Purchases

The CEO has the authority to approve purchases of goods or services in the event of any emergency which endangers the well being of CAC employees/volunteers or jeopardizes the assets of the organization. The Board of Directors will be informed of all purchases deemed Emergency purchases in a timely manner.

Review date	Action	Approval date
July 2021	Add the Associate Director, Operations as a designated signing authority to approve invoices up to \$10,000 on behalf of the Corporate Services department. Edits to the policy to align with the functionality of the CAC financial system (SAGE software). Updated some wording to reflect organization structure.	July 22, 2021
June 2021	Approved update to revert to previous structure now that a new COO was in position.	June 4, 2021
March 2021	Addition of Associate Director, Operations alongside COO as an interim measure	March 26, 2021

Annex 1 Procurement Procedures

BUDGETED PURCHASES	< \$10K/YR	\$10 - \$20K/YR	\$20K - \$50K/YR	\$50+ K/YR
Purchases may not be split to avoid the requirements of a purchase level				
Quotes/RFP	3 quotes and/or proposals required	3 quotes and/or proposals required. Director may approve recurring use of provider providing prior services or goods met CAC expectations.	3 quotes and/or proposals using open RFP. Director may seek the prior approval of the COO for 3 quotes from pre-selected suppliers	3 quotes and/or proposals using an open RFP process.
Quote/RFP Exceptions	Director may approve an approach more appropriate to the value and time limitations of the purchase. This exception is only used for the lower range of values, e.g. less than \$5,000		COO may approve recurring use of provider/supplier providing prior services or goods met CAC expectations.	CEO may approve a second use of provider/supplier providing prior services or goods met CAC expectations.

		Project lead and Director select preferred quote/proposal based upon published criteria. Selection submitted to COO with rationale for approval.		
1st time Selection of Provider	Rationale and approval required by Director	Director with CEO and COO will select a preferred quote/proposal based upon published criteria specific to the project.	Director with CEO and COO, Operations will select a preferred quote/proposal based upon published criteria specific to the project.	
Recurring use of Provider	Project lead provides rationale for maintaining same supplier to manager. Every 3 years seek competitive quotes.	Director provides rationale for maintaining same supplier to COO. Competitive quotes may be requested by the Director. Every 3 years seek competitive quotes.	Director provides rationale for maintaining same supplier to COO. Competitive quotes may be requested by COO. Every 3 years seek competitive quotes.	Additional purchases will be subject to an open RFP or comparative quote process based upon the decision of the CEO or Senior Management team. Competitive quotes
				may be requested by the CEO.
Emergency Purchases	CEO has the authority to approve purchases of goods or services in the event of any emergency which <u>endangers</u> the well being of CAC employees/volunteers or jeopardizes the assets of the organization. Board will be informed of all purchases deemed Emergency purchases in a timely manner.			

*Contracts are valued as total value of services for the duration of the contract.

ANNEX 2

Coaching Association of Canada Financial Approval Authorities As approved by the CAC Board on (June 4, 2021)

AUTHORITIES MATRIX

The authorities' matrix below lists the main financial functions and the officers of the organization who have approval authority for each of these functions. Note that the authorities operate under a detailed overall budget position preapproved by the Board of Directors and any decisions to operate outside the approved budget bottom line must have Board approval.

Approval authorities are defined as individuals who have the responsibility for approving processes or "preapproving" financial decisions. For example, expense claims need to be signed by the appropriate payment/approval authority before the actual payment process begins. Payment/approval authorities are indicated in the matrix with the letters AA.

The matrix also identifies certain individuals who can make a recommendation on a financial decision. These people are indicated in the matrix with the letter R.

Signing Authorities (SA)

The following positions currently hold the responsibility of full signing authority with our selected financial institutions; two signatures for cheques and two approvals for Electronic Funds Transfer (EFT) required:

- Chief Executive Officer
- Chief Operating Officer
- Director, Marketing and Communications
- Director, Education Partnerships
- Associate Director, Operations

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ANNEX 2 Payment/Approval Authorities (AA) and Recommendations (R)

	Board	CEO	COO	Director or Associate Director	Managers
*PROFESSIONAL SERVICE CONTRACTS OR MEMORANDUM OF UNDERSTANDING (MOU) - Over \$20,000		AA	R	R	
- Up to \$20,000		AA	AA	R	R
- Up to \$10,000		AA	AA	AA	R
*PURCHASES - Capital Assets and Equipment \$100,000 and over	Board Approval	R			
- Up to \$100,000		AA	R	R	
- Up to \$20,000		AA	AA	R	R
- Supplies, Materials, Minor Equipment up to \$10,000		AA	AA	AA	R
*MULTI-YEAR COMMITMENTS - Over 3 years	Board Approval	R			
- 3 years or less; over \$100,000/year	Board Approval	R			
- 3 years or less; up to \$100,000/year		AA	R	R	
- 3 years or less; up to \$50,000/year		AA	AA	R	
PAYROLL SYSTEM Changes to Salaries and Benefits System		AA	R	R	
*PERSONNEL - Employment and Dismissal	Inform Board	AA	R	R	R

- HR Policies		AA	R		
- Casual Help		AA	AA	R	R
- Changes in Staffing Plan (Org. Structure)	Inform Board	AA	R		
- Salary Adjustments:	Board Approval				
• CEO		AA	R		
• Other Staff					
LEGAL CLAIMS - Against	Inform Board	R			
- Initiation	AA	R			

CONTRACT AND PROCUREMENT POLICY STATEMENT

AUDITOR SELECTION AND APPOINTMENT	Board Approval	R			
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* Within approved budget.

Memorandums of Understanding (MOU) are typically prepared with Partners in circumstances where money may be exchanged, however, the CAC will likely be linked to the actions of the Partner. All MOUs are to be signed by following the Financial Approval Authority (Annex 2).