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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 Corporate Services.

Scope

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

- 1- CEO confirms hiring process;
- 2- The COO and Director, Corporate Services and Director of the department establishes job function based on organizational needs, available financial resources combined with annual plan deliverables. Director, Corporate Services or designate prepares or updates job description;
- 3- Posting & Interviews is assisted by Corporate Services);
- 4- Contract terms approved by the CEO. The COO and or Corporate Services is responsible for contract preparation. External contract negotiations lead determined by CEO and or COO;
- 5- 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 and or the CEO;
- 2- Negotiations and terms determined by Corporate Services and or the COO;
- 3- Contract prepared by Corporate Services;
- 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;

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- 5- Contract reviewed by COO and or Director, Corporate Services; 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**).

Amortization limits

All purchases of goods with a value of \$2000 or more will be amortized over the useful life of the asset. The useful life of the asset will be determined by the relevant accounting standards. This amortization limit applies to all procurement activities. The Director of Corporate Services and Finance Manager will determine the useful life and the amortization method to use for capitalized assets. For assets with a value below this limit, they will be expensed in the year of purchase.

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 or its government relationships. The Board of Directors will be informed of all purchases deemed Emergency purchases in a timely manner.

Annex 1 Procurement Limits and Procedures

BUDGETED PURCHASES	Under \$10K	\$10K - \$50K /YR	\$50 - \$100K/YR	\$100K - \$150K/YR	\$150+ K/YR
Purchases may not be split to avoid the requirements of a purchase level					
Quotes/RFP	One quote or written confirmation from services provider.	3 quotes and/or proposals required	3 quotes and/or proposals required.	3 quotes and/or proposals using open RFP. Director may seek the prior approval of the COO and or Director, Corporate Services for 3 quotes from pre-selected suppliers	Competitive RFP process required.
Quote/RFP Exceptions	Not required	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 \$50,000	COO and or Director may approve recurring use of provider providing prior services or goods met CAC expectations.	COO and or Director, Corporate Services 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.
1st time Selection of Provider	Rationale and approval required by Director	Rationale and approval required by Director	Project lead and Director select preferred quote/proposal based upon published criteria. Selection submitted to COO and or Director, Corporate Services with rationale for approval.	Director with COO and/or CEO will select a preferred quote/proposal based upon published criteria specific to the project.	Director with CEO and COO, will select a preferred quote/proposal based upon published criteria specific to the project.
Recurring use of Provider	Rationale by Manager in charge of budget and approval by Director.	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 and or Director, Corporate Services. 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.

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

ANNEX 2 Financial Approval Authorities

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, Corporate Services
- Director, Marketing and Communications
- Director, Education Partnerships
- Director, Sport Safety

CONTRACT AND PROCUREMENT POLICY STATEMENT

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

	Board	CEO	COO and or Director, Corporate Services	Director or Associate Director	Managers
*PROFESSIONAL SERVICE CONTRACTS OR MEMORANDUM OF UNDERSTANDING (MOU)		AA	R	R	
- Over \$20,000					
- Up to \$20,000		AA	AA	R	R
- Up to \$10,000		AA	AA	AA	R
*PURCHASES					
- Capital Assets and Equipment \$200,000 and over	Board Approval	R			
- Up to \$200,000		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 53 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		

<ul style="list-style-type: none"> - Salary Adjustments: <ul style="list-style-type: none"> • CEO • Other Staff 	Inform Board				
		AA	R		
LEGAL CLAIMS - Against	Inform Board	R			

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 and where 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).