



APF CANADA PROCUREMENT POLICY

+ APPENDIX ONE – COMPETITIVE ANALYSIS FORM

+ APPENDIX TWO – CODE OF CONDUCT FOR SUPPLIERS

PURPOSE

APF Canada outlines the following Procurement Policy to guide a fair and transparent procurement process to engage high-quality, cost-competitive suppliers for subcontracted work.

Principles and Objectives:

1. Procure goods and services in an efficient, timely and cost-effective manner.
2. Ensure maximum value for high-quality, expert-informed outputs.
3. Engage in an open, fair, and objective competitive process wherever practicable.
4. Wherever possible, consider factors that promote social inclusion and sustainability.

This policy will help to ensure a consistent and fair evaluation process at APF Canada, no matter who is conducting an evaluation. It will also ensure potential suppliers have a clear understanding of the services required and the evaluation process and criteria used.

SCOPE

This policy outlines a process for the following scenarios:

- Procurement of goods and services valued less than \$25,000
- For the procurement of goods and services valued over \$25,000
- Exceptional circumstances



POLICY & PROCEDURE

Where practical, APF Canada will make all procurement processes as open and transparent as possible.

For the procurement of goods and services valued less than \$25,000:

Efforts will be made to obtain pricing and other details from potential suppliers. Wherever possible, a minimum of two verbal quotations will be sought. Written quotations are preferred but not necessary. This constitutes a fair effort to secure the best value for money, and a contract can be advanced based on the staff member's judgement. A competitive process may be used, if practical.

For services valued under \$25,000, a provider may be selected based on APF Canada staff knowledge of the available and qualified professionals in the marketplace.

For the procurement of goods and services valued over \$25,000:

Procurement of goods and services valued over \$25,000 will generally require a competitive bidding process, with a weighted scoring approach to evaluation. APF Canada will post a Request for Proposals on its website and may advertise the opportunity in relevant locations. A clear and detailed scope of work will be defined, and evaluation criteria and timelines will be posted where appropriate. A contact person will be identified for questions.

Using a pre-determined Competitive Analysis Form, Bids will be evaluated on factors such as the total price of goods and services, technical experience and historical performance, proposed team, proposed technical approach, proposed project management, and integration of social inclusion and sustainability.

A minimum of three bids must be received to ensure a fair process. If less than three bids are received, the Request for Proposals will be re-posted if time allows, and promotional efforts will be increased.

If time is of the essence, bids may be evaluated with written justification, according to the exception noted below.

APF Canada reserves the right to reach out to bidders to request further information to evaluate a bid better. This is recommended as a first step when scoring is tied.



Exceptional circumstances:

Certain exceptions are permitted because it is not always possible, practical, or cost effective to seek bids for every proposed contract.

- When time is of the essence, a member of APF Canada's Executive team may decide to waive the advertising requirement. APF Canada will invite responses on a select basis, with a minimum of three consultants requested to respond. Written justification is required.
- The competitive bidding requirement may be waived when an analysis of the specifications or physical requirements determines that the goods or service is only available through one firm or service provider.
- In some instances, bids may be invited only from pre-qualified suppliers. This protects firms from the cost of preparing bids when a project is complex or specific enough that only a limited pool of suppliers will be qualified.
- In cases where APF Canada has a standing arrangement with a contractor for work that is discrete, but conducted regularly (arrived at through a process in compliance with the procurement policy) it is not practical to issue repeated Requests for Proposals. Examples may include web design, copy editing, and document translation.



APPENDIX ONE - Competitive Analysis Form

*Note: This template may be adjusted according to the needs and specifications of each project.
Evaluation criteria will be made available alongside the relevant RFP.*

Criteria	Details	Weight
Total price	<i>Ranking compared to all other bidders</i>	20%
Experience	<i>Experience managing projects of a similar nature Experience managing projects in a similar geographic context Proposed team</i>	30%
Proposed Approach	<i>Quality of technical approach or methodology Project management approach</i>	30%
Social inclusion policies, practices, and protocols	<i>Incorporation of relevant social inclusion factors in project design and company standards</i>	10%
Sustainability policies, practices, and protocols	<i>Incorporation of relevant sustainability factors in project design and company standards</i>	10%

A score of 0 to 6 shall be awarded:

0	Noncompliant or no response.
1	Complete misunderstanding of requirements, no tailoring to address scope of work. Complete lack of detail and quality of information. Little or no confidence for adequate delivery.
2	Major misunderstanding of requirements, with little tailoring to address scope of work. Lack of detail and quality of information. Low confidence for adequate delivery.
3	Some misunderstanding of requirements, with insufficient tailoring to address scope of work. Minimal level of detail and quality of information. Insufficient confidence for adequate delivery.
4	Good understanding of requirements, with tailoring to address scope of work. Sufficient level of detail and quality of information. Good level of confidence for adequate delivery.
5	Strong understanding of requirements, with comprehensive tailoring to address scope of work. Strong level of detail and quality of information. Strong level of confidence for high standard of delivery.
6	Expert understanding of requirements, with robust and innovative tailoring to address scope of work. Very strong level of detail and quality of information. High degree of confidence for expert standard of delivery.



APPENDIX TWO – Supplier Code of Conduct

1. Suppliers verify that neither they nor the employees involved in delivering the work:
 - a) were convicted during a period of three (3) years prior to and since the submission of the Project proposal by a court of law in Canada or in any other jurisdiction for an offence involving fraud, bribery or corruption, or;
 - b) are under sanction for an offence involving fraud, bribery or corruption imposed by a government, an international governmental organization or an organization providing development assistance.
2. Suppliers will respect APF Canada's Code of Conduct on Preventing Sexual Exploitation and Abuse, or will provide evidence of their own policies and procedures in line with those of APF Canada.
3. Suppliers will adhere to ethical, legal and professional standards in line with APF Canada's Code of Ethics. In particular, APF Canada expects that suppliers will:
 - Take a zero-tolerance approach to corruption, bribery and fraud.
 - Take a zero-tolerance approach to bullying, discrimination, harassment, violence, and sexual exploitation and abuse.
 - Protect confidential and sensitive information.
 - Respect personal information and privacy.
 - Create and maintain workplaces that promote diversity, inclusion, and respect.
 - Create and maintain workplaces that promote wellbeing, health, and safety.
 - Take due care to "do no harm," and to promote the advancement of human rights, environmental sustainability, reconciliation and innovation.