



## 3. Finance

### No: 02

***Policy Title:*** Procurement  
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#### **I – PROCUREMENT**

The following principles will guide the procurement practices of Nova Scotia Curling Association:

- Procurement policy and procedures should provide the most cost efficient and cost effective methods to purchase goods and services for operations of the Nova Scotia Curling Association.
- The procurement process is to be open, fair, and consistent.
- The total cost of acquisition is to be considered. (Costs such as repair cost, training, operation cost, and disposal are to be considered rather than just the lowest price).
- Procurement methods are to encourage competitive bidding for the supply of goods and/or services.
- To use suppliers, who can be expected to provide satisfactory performance, based on: performance, previous contracts, ability to provide goods or services, and references.

#### **II – PURCHASING**

The following guidelines will be followed for the purchase of goods and services for the Nova Scotia Curling Association:

- The acquisition of goods and services having a value up to \$5,000 and not covered by a Price Agreement may be purchased by the Association in accordance with the principles set out in this policy. The Executive director, in their official capacity, may approve expenditures up to \$5,000. As long as the specific approved budget line is not exceeded.
- For the acquisition of Goods and Services with a value of at least \$5,000 but less than \$25,000 a least three written quotations will be solicited. The successful proposal must be approved by the Board of Directors of the Association or a committee given authorization by the Board.
- For the acquisition of Goods and Services with a value of more than \$25,000 the Association will issue a public request for submissions. These acquisitions will be advertised in one or more publications of general circulation and the Association's website. The successful proposal must be approved by the Board of Directors of the Association.