

Toronto Community Housing Corporation Procurement Policy

1.0 Purpose

This Policy sets out a statement, guiding principles, outcomes and requirements governing the procurement of goods, works and services in TCHC

2.0 Policy Statement

TCHC's procurement system will ensure fair access for suppliers and procurement decisions based on a "value for money" criterion.

The determination of "value for money" includes consideration of the "best value" characteristics enumerated in section 4a but also more generally the degree to which a decision promotes the outcomes and applies the principles, detailed below, in relation to price.

3.0 Guiding Principles

Procurement practices will:

- (a) demonstrate values of:
 - (i) fair access, equitable treatment and competition,
 - (ii) transparency and public accountability,
 - (iii) simplicity, appropriate controls and clear accountability.
- (b) support implementation of TCHC's business plan;
- (c) provide innovative ways of sourcing and managing TCHC's supply of goods and services
- (d) be in compliance with other TCHC Policies.

4.0 Outcomes

Through this Policy, TCHC intends the following outcomes.

- (a) Practices that will yield optimum value for goods, works and services purchased, measured in terms of quality, quantity, delivery, performance and price
- (b) Vendors, suppliers and contract providers are aware of TCHC's performance factors, values and culture.
- (c) Vendors and suppliers understand that TCHC has preference for environment-friendly products.
- (d) Vendors and suppliers recognize that TCHC values partnerships with vendors and suppliers who are able to help create jobs and further community economic development (CED) in TCHC communities.
- (e) Equitable access to the purchasing system by small companies owned by visible minorities.

- (f) Long-term strategic relationships with key suppliers including supply partnerships that include sharing of risks and rewards.
- (g) Joint purchasing of goods and services with others who share similar interests.
- (h) Procurement practices demonstrating high legal, ethical and professional standards.

5.0 Application

This policy applies to the procurement of all goods, works and services at TCHC.

5.1 Fair Access, Equitable Treatment and Open Competition

- (a) TCHC shall place no unreasonable restrictions upon the procurement of goods, works and services from any firm or individual.
- (b) All firms and individuals are encouraged to participate on equal terms. Any conditions for participation shall be limited to those that are essential to ensure capability to fulfill a contract.
- (c) TCHC will not exclude a firm from open competition for a contract for reasons unrelated to its capability to perform the contract in question.
- (d) Notwithstanding the above, firms and individuals may be restricted and excluded if in past dealings with TCHC they have provided unsatisfactory work or service or have been disqualified due to fraudulent or corrupt practices, or have been convicted of such charges in dealings with other buyers.

5.2 Transparency & Public Accountability

- a) TCHC shall exercise a high standard of fairness and integrity during the procurement and execution of contracts.
- b) TCHC will reject a proposal for award if it determines that the firm or individual has engaged in corrupt or fraudulent practices or has a history of unsatisfactory work or service. TCHC defines these terms as:
 - I. “corrupt practice” means the offering, giving, receiving or soliciting of any thing of value to influence the action of a TCHC director or employee, in order to obtain an improper advantage.
 - II. “fraudulent practice” means a misrepresentation of facts and includes collusive practices that deprive TCHC of the benefits of free and open competition.
- c) TCHC will conduct procurement practices and execution of contracts with consideration to proper accountability for the use of public funds.

5.3 Simplicity, Appropriate Controls and Clear Accountability

- (a) TCHC will obtain goods, works and services in accordance with the Procedures related to this Policy.
- (b) The dollar amount of goods and services to be purchased by tendering shall be in line with purchase limits as permitted by the TCHC Financial Control Bylaw.
- (c) TCHC shall conduct regular reviews of its procurement activities, procedures and practices to ascertain compliance with this Policy.

6.0 Award

TCHC is under no obligation to accept the lowest bid or any bid received.

7.0 Amendments

The TCHC Board of Directors may amend this Policy from time to time as required.