

**GENERAL POLICY**  
**15-01**  
**LOCAL PURCHASING**

**Foreword**

The *Local Purchasing Policy* explains the specific orientations and how the administration will manage the purchasing of products and services from industries producing material in the region and also those that sell products and services required by the Kent Regional Service Commission. As a principle, The Kent Regional Service Commission acknowledges the importance of the region and the environment when purchasing material and participating in board or professional activities.

**Purpose and Definitions**

1. In order to have a structure and precise policy, the following definitions will be used:

« KRSC » - Kent Regional Service Commission

« Board » - Board of Directors of the Kent Regional Service Commission

« Employees » - The employees of the Kent Regional Service Commission

« Kent Region » The territory that is covered by the Kent Regional Service Commission.

« Act » Procurement Act of the Province of New Brunswick

« Suppliers » Any physical or moral person that can offer products and services legally.

« Purchase » Any material, products or services that are required during normal operations of the KRSC.

« Responsible Supplier » A business that integrates not only costs and quality criteria, but also environmental and social criteria. The main objectives are to maximize his investments in the region while protecting the environment and the economic viability of the Kent Region. The objective of this approach is to encourage manufacturing and suppliers of products and services to create a responsible business that is good for society. This approach focuses on favoring businesses that are good for our population, and that they care for the region and respects its environment.

2. Products produced locally versus products and services sold locally:

When buying products, those that are produced locally will be considered first by the employees of the KRSC. In the case of a local business claiming that his products are produced locally, he will have to demonstrate to the employees of the KRSC, in a reasonable and acceptable way, that the product is produced locally.

3. The Executive Director is responsible for the entire process of purchasing products and services, and also the management and application of this policy.

4. For interpretation purposes of this policy, the masculine includes feminine, and the singular includes plural, according to the text requirements.

## **Objectives**

1. The objective of this policy is to encourage local purchases, to support a vibrant local economy and to create jobs in our region.
2. The Board and the employees of the KRSC recognize that local purchases maintains and creates employment in the region while increasing the quality of life of citizens in the Kent region.
3. The Board and the employees of the KRSC recognize that products and services offered in the Kent region are of equal or better quality than those acquired outside the region.
4. The Board and the employees of the KRSC recognize that food produced in our region supports food security and maintains the agriculture and fishing production in our territory.
5. Whenever possible, the employees of the KRSC will buy their products and services from a responsible supplier as described in the definitions.

## **Restrictions**

1. Neither the Board, neither the employees of the KRSC have the authority to acquire products and services without any public tenders when the thresholds are determined by the "Act".
2. When there are products and services that cannot be offered by a business or a supplier in the region, the Executive Director has the authority to acquire these products and services in another region.
3. If the offer of products and services is available in the Kent region, but its costs are over 15% of the cost for the same service outside the Kent region, the Executive Director will acquire the product or service from the supplier outside the region.
4. This policy does not apply to special services such as legal services, accounting or auditing services, services related to the collection of solid waste, mapping services and any other services recognized as a specialized service by the directors of the departments and the Executive Director.
5. If the product is offered by more than one supplier and the price is comparable (10% difference), the choice of suppliers that are solicited for each purchase in the Kent region must be done in a way to ensure a rotation between suppliers so every supplier is treated equitably.
6. This policy limits the purchase of products and services acquired locally at \$5,000. Any purchases above \$5,000 will not be considered by the policy.

## **Purchasing criteria**

The list of criteria indicated below is listed in priority as requested by the Board of the KRSC.

- ♦ The price;
- ♦ If they can answer the needs of the KRSC;
- ♦ The quality and guaranty of the product or service;
- ♦ The expertise and the experience of the supplier;
- ♦ The business has a storefront in the region;
- ♦ The businesses of social economy and social inclusion will be favored;
- ♦ The suppliers have begun measures to be sustainable: a certification, equitable products, etc. are Encouraged;
- ♦ The origin of the product;
- ♦ Recycled, recyclables and renewed are preferred;
- ♦ The availability, the proximity and the delivery delays of the product or service.

## **Hosting activities**

1. When the KRSC holds activities such as conferences, training, meetings of the Board, or any other events organized by the KRSC, the employees will have to ensure that the snacks or meals (beverages, food) are prepared by caterers from the Kent region. The employees will ask suppliers for this service to acquire food from local farmers and fishermen.
2. During an event with an objective to recognize an employee or a Board member, the gift in recognition of his years of service will have to be acquired from a business from the Kent Region.
3. Whenever possible the staff will purchase plates, utensils, cups and other material necessary for an event that are eco-friendly, recyclable and reusable.

## **Purchasing of equipment and material**

1. When employees of the KRSC purchase equipment or material, they will make an effort to verify with local suppliers before going to large international companies.

## **Ethics**

It is the responsibility of all the employees that participate in the purchasing process to contribute, develop and maintain good relationships between the KRSC and its suppliers. To accomplish this, they must:

- ♦ Treat all suppliers equally;
- ♦ Ensure transparency when purchasing products and services;
- ♦ Ensure the same presentation is sent to all suppliers when acquiring products and services;
- ♦ Ensure that this policy is applied in the best interest of the KRSC.

**Other**

1. When products and services are required by the KRSC and are not available in the Kent Region, the employees will make every effort to purchase from suppliers within the Southeast or Miramichi region before any supplier in New Brunswick or Canada.

**Application**

This policy will become effective upon adoption by the Board.