

## PURCHASING POLICY: For Procurement of Goods and Services

The purpose of this document is to create a process for handling the procurement of goods and services in a manner that ensures transparency, consistency, and fairness. Please note, these guidelines do not apply to the purchase of food for Student Nutrition Programs (SNP). For food procurement guidelines, see the “Purchasing Policy: For Procurement of Food”.

This policy will serve as a guide for the Northumberland Food For Thought Committee (the Committee) in its goal to undertake an efficient, timely and cost effective process while ensuring appropriate levels of diligence and accountability.

Prior to engaging in the purchasing process of any goods or services, committee members should declare any potential conflict of interest.

The dollar value of the goods or service will determine the decision-making process. The following table should be used as a guideline:

THRESHOLD AMOUNT	AWARDED BY	PROCESS
Less than \$500	Chair & CDC	The CDC is responsible for information gathering  The CDC will present findings by phone or email to the Chair
\$500 to \$1000	Committee	The CDC will source a minimum of 3 quotes and present findings to the Chair  Findings will be discussed at the next committee meeting
Over \$1000	Committee	Committee will determine and select the appropriate procurement strategy on a case-by-case basis

In some cases, the use of existing long-term agreements may be the best practice in terms of consistency, quality assurance and developing community partnerships.

Best practices for purchasing new goods and services will include consideration of the following:

- Best value for money
- Ethical purchasing
- Fiscal responsibility
- Need
- Principles of education and proper nutrition
- Promoting local businesses
- Strategic partnerships

This policy will be reviewed every two years.

## **PURCHASING POLICY: For Procurement of Food**

The purpose of this document is to create a process for handling the procurement of food items in a manner that ensures transparency, consistency, and fairness whenever and wherever possible.

This policy will serve as a guide for the Northumberland Food For Thought Committee (the Committee) in its goal to undertake an efficient, timely and cost effective process while ensuring appropriate levels of diligence and accountability.

Prior to engaging in the purchasing of any food items, committee members should declare any potential conflict of interest.

Best practices for purchasing food items will include consideration of the following:

- Best value for money
- Ethical purchasing
- Fiscal responsibility
- Need
- Principles of education and proper nutrition
- Promoting local businesses
- Strategic partnerships

All food purchases will be made by the County's Food Security Services Manager (FSSM). All purchased product will be picked up and/or delivered to the Food 4 All warehouse in Cobourg for storage and distribution to local SNPs. Prior to making any food purchase, the committee Chair, CDC and FSSM will discuss the costs, delivery details and timing of the food purchase.

Regardless of the amount being spent, the best practices listed above will be considered prior to any food purchase being made. There will be specific importance placed on best value, proper nutrition and making local purchases whenever possible.

Periodically, the committee may elect to purchase product on behalf of Student Nutrition Programs. These food items will be offered for free at the SNP Online Store.

This policy will be reviewed every two years.