

TITLE: Procurement Management		POLICY: B-2014	
COMMITTEE:	Internal	PASSED:	October 11, 1995
TOPIC:	Fees & Finance	AMENDED:	March 3, 2015
		REVIEW PERIOD:	As required.

The Edmonton Public Library (EPL) will seek to purchase goods, services and construction in an open, fair, transparent and accountable manner giving consideration to receiving the best value in terms of financial, operational and environmental factors.

1. Authority and responsibility for purchasing goods and services, and construction contracting for EPL is delegated to the Chief Executive Officer (CEO). Purchasing commitments will be made within the funding approved in the EPL Board budget
2. The CEO will establish procedures including a delegation of authority framework for purchasing goods and services. The procedures and processes will be consistent with acceptable Public Sector purchasing practices and provide direction on the thresholds for seeking quotations, bids and/or requests for proposals from vendors.
3. As a minimum, EPL will follow trade agreement standards for public tendering.
4. EPL shall maintain a high legal, ethical, managerial and professional standard in procuring goods and services. Specifically the Library shall strive to:
 - a. Continually lower the total cost of ownership (initial and on-going costs) while improving the quality of goods and services purchased from a vendor.
 - b. Develop and maintain good public relations with the vendor community through courtesy, professional competence and high standards of business ethics.

Legislative and Policy Authorities

- Agreement on Internal Trade (AIT)
- Alberta Libraries Act
- City of Edmonton Bylaw 12540 - Edmonton Public Library Board
- New West Partnership Trade Agreement (NPTA) - July 1, 2013 Trade Agreeemtn between Alberta, Saskatchewan and British Columbia