



**Home
Construction
Regulatory
Authority**

Procurement Policy

Date First Effective: 2021-03-18

Revision No.: 00

Approved by: HCRA Board Date approved: 18-March-2021

Purpose and Scope

This Policy supports the transparent and responsible use by HCRA of funds received under the New Home Construction Licensing Act.

This Policy supports HCRA's acquisition and approval of goods and services to meet its needs in the most economical and efficient manner, through processes and procedures that are fair, open, transparent, consistent, geographically neutral, and accessible.

The Policy also applies to all HCRA staff, management, executives and Board personnel involved in the purchase and acquisition of goods and services, and in the approval of expenditures.

Responsibilities

The Board is responsible for the Organisation's performance of duty and deliverables as identified in the Administrative Agreement. It retains all authority over the operations of the HCRA, and actions of individuals in the performance of their duties on behalf of the Organisation.

The Board assigns its representation to the Chair, and an assigned Acting role during periods of her absence, where a Board signature may be required. If more than one Board member signature is required, the Chair and Vice-Chair are assigned representation. Decisions and actions that are neither assigned nor delegated in this Policy is required to reach a quorum to proceed.

The Board extends the delegation of certain responsibilities to the CEO, Divisional Directors, and Acting assignments during temporary absences, as outlined in the tables of this Policy.

A record log is required to be maintained for Acting assignments. The record must contain effective start and end dates, the assignee's name, title, and indication of the assignor's direction. Upon return, the assignor must review all decisions and approvals that were made on their behalf during periods of absence.

Individuals are required to have a sufficient level of knowledge, qualifications, or a background understanding to act on behalf of the assignor. It is the responsibility of the assignor to ensure requirements are met prior to assigning an acting role. An individual may request the assignment be referred to another individual if in their own judgement it is determined the assignment cannot be adequately performed.

A delegation will automatically end where an individual's relationship with the Organisation has ended through voluntarily or involuntarily termination, secondments, other leaves, transfers,

suspension, or disqualification for personal reasons. Assignments may be made by the Delegate. The Board retains the ability to override any delegate choices either directly or through this Policy.

A reinstatement of an individual's assignment can be made where there has been a mutually agreeable conclusion to re-establishing the individual's relationship with the Organisation.

Competitive, invitational, non-competitive, multi-year, and sequential (same / related series) procurement

Business cases (non-competitive – sole source and single source procurements) and Project Charter require cost estimates approval as shown in the table below. Project change orders (unchanged scope of work) not exceeding 10% require same approval. Where cost estimates exceed threshold limit, the next higher tier approval is required.

	Non-competitive	Competitive
T1 – CEO	Up to \$100,000	Up to \$250,000
T2 – Board Chair	Up to \$250,000	Up to \$500,000
T3 – Board of Directors Quorum	Greater than \$250,000	Greater than \$500,000

Requests - publication	CEO – Approve
Evaluation results – Procurement awards	CEO – Approve
Purchase orders	Director, Corporate Services - Approve
Receipt of goods or services	Requestor
Returns and credit notes	Requestor
Invoice approval	Project sponsor or Divisional Director

Procurement Contracts				
Item	Board of Directors	CEO	Director, Corporate Services	Project Sponsor
Contract terms and conditions (non-standard and material to HCRA)	Oversight	Approve	Recommend	Recommend – General counsel
Vendor standard terms and conditions		Approve	Recommend	Recommend – General Counsel
HCRA Standard terms and conditions on PO's			Approve	Recommend – General Counsel
Aggregate contracts valued less than or equal to approved procurement value			Approve	Recommend – General Counsel
Sample, trials, and demonstration products or services			Approve	Recommend – Director Approval – General Counsel
Use of or redistribution of third-party trademarks, copyrights, images, or other intellectual property in the operations of the Organization including social media and other publications		Approval		Recommend – ELT Recommend – General Counsel