



Topic: Goods and Services Purchasing Policy	Number: POL_GOUV_12
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Note: Use of the masculine gender in the French version of this text also implies the feminine and is employed solely to facilitate reading.

1. OBJECTIVE

The purpose of this Policy is to regulate the process of awarding service contracts and managing purchases.

2. REACH

This Policy applies to any purchase or contract signing for the purchase of goods or the acquisition of services made by general management, an INS Québec employee or any person authorized under the Authorization Limits Policy.

This Policy does not apply when hiring specialized contractors or when redistributing financial support to recipients of financial support programs managed by the Institute (in which case authorization limits apply).

3. APPLICATION

Any purchase or service contract must be made by taking into account the organization's financial resources and the expenditure must be included in the annual budget approved by the Board of Directors. According to the Authorization Limits Policy, the designated person must approve all expenditures under their authority. Any off-budget expenditure must be approved in advance by general management. Given the very specialized services offered by INS Québec, the quality of the products and equipment is a very important element in the evaluation of goods and services, within the limits of the available budget. To the extent possible, INS Québec makes an annual forecast of its equipment acquisition needs, which it submits to the Board of Directors.

4. GOODS AND SERVICE CONTRACT PURCHASING PROCESS

4.1. Purchases under \$10,000 (before applicable taxes)

The person responsible for purchasing, or the project lead, can make purchases by mutual agreement equating to an expenditure of less than \$10,000 according to the current budget. Please note some purchases can be paid for with the Institute's credit card. Any project financed by the Equipment Acquisition Fund or by the Research, Innovation and Information Dissemination Program must be approved in advance by the Board of Directors.

4.2. Purchases over \$10,000 and up to \$25,000 (before applicable taxes)

The project lead must obtain at least two (2) prices for purchases (of goods or services) equating to an expenditure of this magnitude. According to the current budget, such transactions must be authorized by project management. Any project financed by the Equipment Acquisition Fund or by the Research, Innovation and Information Dissemination Program must be approved in advance by the Board of Directors.

4.3. Purchases over \$25,000 and up to \$50,000 (before applicable taxes)

The project lead must obtain at least two (2) prices for purchases (of goods or services) equating to such an expenditure. If it is not possible to obtain two (2) vendors, the reason must be included in the purchase process file. A quantitative and qualitative analysis, as well as the vendor recommendation, must be submitted to project management. According to the current budget, such transactions must be authorized by the Vice President in charge of the project. Any project financed by the Equipment Acquisition Fund or by the Research, Innovation and Information Dissemination Program must be approved in advance by the Board of Directors.

4.4 Purchases over \$50,000 and up to \$100,000 (before applicable taxes)

The project lead must obtain at least three (3) prices for purchases (of goods or services) equating to such an expenditure. If it is not possible to obtain three (3) prices, the reason must be included in the purchase process file. A quantitative and qualitative analysis, as well as the vendor recommendation, must be presented to the Vice President in charge of the project. According to the current budget, such transactions must be authorized by the President and Chief Executive Officer. Any project financed by the Equipment Acquisition Fund or by the Research, Innovation and Information Dissemination Program must be approved in advance by the Board of Directors.

4.5 Purchases over \$100,000 (before applicable taxes)

The project lead must call for tenders from more than three (3) vendors for purchases equating to such an expenditure. If it is not possible to obtain tenders from more than three (3) vendors, the reason must be included in the purchase process file. A quantitative and qualitative analysis, as well as the vendor recommendation, must be presented to the President and Chief Executive Officer. According to the current budget, such transactions must be authorized by the President and Chief Executive Officer and the Chair of the Audit Committee or the Chair of the Board of Directors. Any project financed by the Equipment Acquisition Fund or by the Research, Innovation and Information Dissemination Program must be approved in advance by the Board of Directors.

5 VENDOR RELATIONSHIPS

INS Québec wishes to maintain valuable and sustainable relationships with its vendors. To do this, each person involved in negotiations must ensure a certain degree of fairness between vendors by respecting the following principles:

- Requesting similar information;
- Sending similar files;
- Providing access to identical information;
- Conducting negotiations in the same way.

By behaving in this way, the Institute ensures it maintains good relationships with its vendors while obtaining the best offers on the market.

6 EXEMPTIONS

An exemption to following this Policy is possible in the event of recurring expenditures with regular vendors, to the extent that prices remain stable with inflation. This exemption is valid for a maximum of three (3) years and must be approved by the Management Committee.

7 EFFECTIVE DATE AND REVISION

This Policy was adopted on March 12, 2024 as determined by the Board of Directors. The Policy will be reviewed in line with a review schedule established by the Board of Directors.