



# Northshore Youth Soccer Association (NYSA)

## Procurement Policy and Process

### Purpose

The purpose of this policy is to establish guidelines, procedures, and responsibilities for the procurement of goods and services or partnership/sponsorship arrangements by the Northshore Youth Soccer Association (NYSA) or its member clubs in a manner that ensures accountability, transparency, fairness, and value for money.

This policy is supplemental to the NYSA Bylaws. In case of conflict with NYSA Bylaws sections 6.5 (President) or 10.2 (Agreements and Contract), sections 6.5 and 10.2 shall govern.

### Scope

This policy applies to all authorized representatives of NYSA ("Representative") which encompasses all NYSA staff, board members, volunteers, committee members or other people directly authorized by the NYSA board to act on behalf of NYSA who are involved in any aspect of procurement activities. All others are not authorized to engage with Vendors on behalf of NYSA.

### Definitions:

- Procurement: The process of acquiring goods and services from external sources, including planning, soliciting, selecting, and awarding.
- Vendor: A third party (person or a business) entity that sells goods or services. A vendor may also be a company that offers partnership/sponsorship arrangements.
- Micro-purchase: A purchase of goods or services that does not exceed \$500.
- Small purchase: A purchase of goods or services that exceeds the micro-purchase threshold but is less than \$5,000 (which is the Simplified Acquisition Threshold).
- Competitive Proposal: A formal solicitation method that requires proposals from qualified Vendors and is awarded to the most advantageous Vendor based on a defined factor like cost, quality, or service.
- Noncompetitive Proposal: A solicitation method that allows for awarding a contract to a sole source (Vendor) without competition under certain circumstances; the item or service is only available from a single source or after resource of a number of sources, competition is determined inadequate.



## Overview

To make objective decisions and exercise strong stewardship over NYSA funds and reputation by acting in a responsible manner. Key responsibilities include:

- Act ethically and professionally in all procurement activities and transactions.
- Avoid and disclose any conflicts of interest or appearance of impropriety in the procurement process and recuse from any affected decisions.
- Do not solicit or accept any improper benefits from any Vendors (or persons associated with) that may influence or appear to influence the procurement process or decisions. Reject and then report any such attempts to the NYSA board.
- Do not misuse or disclose any confidential or proprietary information obtained in the course of procurement activities for personal gain or advantage. NYSA shall respect and protect the intellectual property rights of Vendors.
- Treat all Vendors fairly and impartially and provide them with equal opportunity to compete for contracts.
- Conduct all procurement transactions in a transparent and accountable manner and maintain accurate and complete records and documents.
- Report any suspected violations of this policy or any applicable laws, regulations, grant agreements, donor requirements, or ethical standards to the NYSA Board. NYSA shall not retaliate against anyone who reports such violations in good faith.

## Guidelines for Procurement

The Representative shall conduct all procurement activities in accordance with applicable laws, regulations, grant agreements, donor requirements, and ethical standards.

The Representative shall ensure that all procurement decisions are made in the best interest of NYSA and its vision, and that no conflict of interest or appearance of impropriety exists or arises in the procurement process.

The Representative shall adhere to the NYSA Bylaws regarding Agreements and Contracts (section 10.2) and the signing of all approved contracts section 6.5 (President)

The Representative shall use one of the following methods of procurement for new or the renewing existing engagements depending on the dollar/deal value (estimated or actual) and nature of the purchase/engagement:

- Micro-purchase: Procurement for goods or services that have already been approved in the budget and do not require a contract. The Representative may pursue procurements below \$500 without obtaining competitive quotes. However, the Representative shall ensure that the price is reasonable and that the purchase is made with qualified Vendors. The purchase made should be reported back to the NYSA Board monthly budget report via NYSA Treasurer upon completion.



- Small purchase: The Representative may pursue procurements for non-recurring purchases between \$501 and \$1000 that do not require a contract and there is an approved budget. For approved budgeted items between \$1000-\$5000, The Representative shall obtain at least three quotes from qualified suppliers and document the basis for selecting the supplier. The Representative shall award the contract to the Vendor that offers the best value for money and meets any additional factors including but not limited to, quality, service, timing, etc. The purchase made should be reported back to the NYSA Board monthly budget report via NYSA Treasurer upon completion.
- For purchases that meet one or more of the following criteria 1) dollar/deal value is over \$1000 budgeted amount per Bylaws section 10.2, 2) a commitment more than 6 months, 3) is a partnership / sponsorship arrangement, or 4) requires a contract between NYSA and Vendor; prior to engaging with vendors or initiating a procurement process, Representative shall prepare and document a proposal and present to the NYSA Board seeking approval to engagement in procurement activities on behalf NYSA. NYSA Board to approve, approve with modifications, or reject the proposal during a scheduled NYSA Board meeting.
  - If rejected, the Representative may not proceed with the proposed procurement.
  - If approved or approved with modifications, NYSA board will specify the procurement process to follow, Competitive proposal, Noncompetitive proposal, or other. The Representative may proceed with the procurement engagement following the approved proposal and any parameters specified by the NYSA board.

Upon completion of the procurement process, the Representative shall provide a summary and Vendor award recommendation to the NYSA board for review and approval prior to any communications to the Vendors.

- If approved, the Representative will communicate the award/non-award decision to the Vendors. The Representative shall work with the awarded Vendor to finalize the engagement adhering to the NYSA Bylaws regarding approval and signing Agreements and Contracts.
- If not approved, the Representative shall follow the directions provided by the NYSA board for the non-award.

## Version History

ID	Revision Date	Summary of Revision	Authored By