



ST. ANNE CENTRE

Working Together Toward Excellence in Health and Wellness

BOARD OF DIRECTORS MANUAL

NUMBER: 004

SECTION: BOD

SUBJECT: Tenders and Procurement	
BOD CHAIR: Crystal Dorey	DATE SIGNED: February 24, 2026
DATE OF MOTION: 19-November-2025	
EFFECTIVE DATE: 19-November-2025	REVISED DATE: September 2025
DATE REVIEWED:	

PURPOSE

The purpose of this policy is to outline the tendering process for operational and non-operational projects.

SCOPE

The purpose of this Tenders and Procurement Policy is to ensure that St. Anne Community Nursing and Care Centre procure goods and services in a manner that is transparent, competitive, cost-effective, and aligned with the organization's mission. This policy establishes guidelines to oversee and approve tenders, ensuring accountability, fairness, and compliance with applicable laws and regulations.

OBJECTIVES

The objectives of this policy are to:

- Promote fairness, transparency, and integrity in the procurement process.
- Ensure value for money while maintaining quality standards.
- Support local and diverse suppliers where feasible, in alignment with the organization's community-focused mission.
- Comply with all applicable procurement regulations. Please refer to CCIR25-001.0 related to eligible capital project costs attached below.
- Mitigate risks of conflicts of interest, fraud, or mismanagement.
- Ensure procurement decisions align with the organization's strategic goals

POLICY

The process outlined below will be followed in tendering for services.

The following principles guide all procurement activities:

- Transparency: All tender processes must be open, documented, and accessible to scrutiny.
- Competitiveness: Tenders should encourage competitive bidding to achieve the best value, except in cases of sole-source procurement used only in exceptional circumstances and approved by the CEO and Finance Officer, such as:
 - Unique expertise or proprietary products/services
 - Emergency situations (e.g., urgent medical equipment needs)
 - Low-value contracts below \$25,000.00.
- Documentation to justify decisions; including sole sourcing, is maintained to allow an independent third party (e.g. Auditor) to assess compliance with this policy.
- Fairness: All suppliers must be treated equitably, with clear and consistent evaluation criteria.
- Ethical Conduct: Procurement decisions must avoid conflicts of interest, favouritism, or undue influence.
- Community Focus: Support local to strengthen the community, provided quality and cost criteria are met.

Tender issuance:

Tenders must be advertised publicly through appropriate channels, such as:

- The organization's social media site
- Local community networks to encourage local participation

RFPs or tender documents must include:

- Detailed specifications and scope of work
- Eligibility criteria for bidders
- Submission deadlines which allow sufficient response time
- Evaluation criteria
- Contract terms and conditions
- Contact information for inquiries

Bid evaluations:

- Bids will be evaluated (using for example a scoring matrix).
- Evaluation criteria must be objective, measurable, and disclosed in the tender documents.
- At least three bids should be sought for competitive tenders, where possible.
- Where required, request clarifications from bidders but do not negotiate terms during evaluation to ensure fairness.
- For tenders below the threshold, the Executive Director may approve, with outcomes reported to the Board.
- The successful bidder will be notified in writing, and where applicable a contract or formal quote will be executed.
- Unsuccessful bidders will be informed and, upon request, provided with feedback on their submission.
- All tender-related documents (e.g., RFPs, bids, evaluations, approvals) is to be retained for audit purposes.

Conflict of interest:

- Board members, staff, or committee members must disclose any personal or professional relationships with potential suppliers.
- Individuals with conflicts of interest must recuse themselves from the tender process.
- Suspected conflicts must be reported to the CEO and / or Board Chair.

Exceptions:

Emergency Procurement: In urgent situations (e.g., critical equipment failure affecting patient care), the CEO may bypass competitive tendering, provided:

- The decision is documented and justified.
- The Board is notified.

PROCEDURE

- When advertising for tenders, notification must be given that not necessarily the lowers, nor any tenders, will be accepted. Preference may be given to local tenders.
- A prepared package of information will be provided to all applicants where appropriate. Notification on the availability of this package must be included in the advertisement.
- Operational tenders will be awarded by St. Anne Centre Administration.
- Non-Operational tenders will be awarded by the St. Anne Centre Board of Directors.

DEFINITIONS

Local services: businesses owned and operated in Isle Madame and Louisdale.

Operational tenders: tenders directly related to the operations of St. Anne Centre e.g. Furnace Oil, Snow Removal, etc.

Non-Operational tenders: tenders under the purview of the Board of Directors, e.g. Board Education and Training

ATTACHMENT:

CCIR 25-001.0 Eligible Capital Project Costs