

Effective January 2018



HALIFAX WATER PROCUREMENT POLICY

Effective May 1, 1997

As Amended and approved by the Board

May 22, 2012 and November 30, 2017

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1. POLICY STATEMENT

The purpose of this policy is to establish purchasing guidelines compliant with the Public Procurement Act and other applicable legislation and trade agreements, and to ensure the most cost effective methods are used to purchase goods, services and construction for the Halifax Regional Water Commission (HRWC) in the manner approved by the Board.

2. GUIDING PRINCIPLES

The following principles will guide the procurement practices of HRWC:

- Procurement Policy provides direction for acquisition of goods, services and construction to complete the projects and programs approved by the HRWC Board of Commissioners in the annual Operating Budget and Capital Budget, consistent with long term Business Plans.
- HRWC's Procurement Policy and procedures will:
 - Provide for the procurement of goods, services and construction in an open, fair and transparent manner resulting in best value to HRWC
 - Promote the most cost effective and efficient manner of acquiring goods, services and construction at the optimum quality, quantity, price, delivery and performance
 - Encourage competition, innovative ideas and solutions while respecting applicable legislation and trade agreements
 - Promote sustainable procurement decisions reflecting full life-cycle costs, including but not limited to; acquisition, operating, training, repair, maintenance, warranty, customer impact, asset disposal and residual value rather than just the lowest bid
 - Encourage best practice contract and risk management
- Promote and obtain competitive offers from the most responsible and responsive vendors. Promote vendors who comply with the provisions of the solicitation and contractual terms and conditions. Use vendors who can be expected to provide satisfactory performance, based on reputation, references, and sufficiency of financial and other resources.
- Participate in joint procurement activities with the Province, MASH sector entities or other publicly funded entities where it is deemed to be in the best interest of HRWC.

3. ADOPTION OF STATUTORY DEFINITIONS

All terms in the Public Procurement Act, S.N.S 2011, c.12 (the "Act") have the same meaning in this Procurement Policy, unless otherwise defined herein.

4. DEFINITIONS

For the purposes of this policy, the following definitions are provided:

Alternative Procurement Practices (ALTP)

Specialized or exceptional practices that allow for deviation from the procurement processes that the value or nature of the goods, services or construction would normally require. This could include a non-competitive procurement in the place of a competitive process, and a limited competition in the place of an open competition.

Bid

Refers to a response to a solicitation document.

Bidder

Refers to a submission in response to a solicitation document.

Competitive Process

Refers to the process for soliciting competitive bids from suppliers and includes an open competition, invitational competition and a limited competition.

5. GENERAL

This policy applies to all departments of HRWC. In conformance with the Act, HRWC will:

- Publicly tender for all goods, services and construction in accordance with the applicable regional, national, and international trade agreements by public advertisement on the NS Procurement web portal.
- Post on the N.S. Procurement web portal the name of the successful bidder together with the amount of the contract awarded.
- Post HRWC's Procurement Policy on the HRWC website.
- Abide by Alternative Procurement Practices and exemptions set out in the regulations made under the Act.
- Participate in supplier and public sector entity outreach programs conducted by the Procurement Governance Secretariat established under Section 11 of the Act.
- Participate in professional development programs conducted by the Procurement Governance Secretariat.
- Incorporate contract and risk management into procurement processes and guidelines.
- Be accountable for procurement decisions.

- Ensure that HRWC procurement employees abide by standards set out in Section 15 of the Act.
- Respect all supplier standards, rights and responsibilities established pursuant to Section 16 of the Act.
- Provide an annual report no later than 90 days after the fiscal year end, to the Chief Procurement Officer in the form and manner prescribed by the regulations made under the Act.
- Become familiar with the Competition Bureau of Canada bid rigging awareness and prevention guidelines and adopt applicable practices; and
- Maintain conformance with the Act and any successor legislation.
- Where there is a discrepancy between this Procurement Policy and the Act, the Act will take precedence.
- With the approval of the General Manager (GM), HRWC will be under no obligation to accept the lowest bid or any bid received in response to a verbal or written request.
- Purchase authority and signing authority limits are established by the HRWC Board and apply to this Procurement Policy.

6. AUTHORITY OF THE GENERAL MANAGER

The General Manager (GM) of HRWC is responsible to the HRWC Board for the proper administration of the affairs of HRWC in accordance with the HRWC Act and the Halifax Regional Water Commission Regulations approved by the Nova Scotia Utility and Review Board (NSUARB) and the policies and programs approved and established by the HRWC Board.

The GM has the authority to award all contracts and purchase goods, services and construction that are within the budgets approved by the HRWC Board and compliant with this Procurement Policy.

The GM may authorize business practices and procedures consistent with this Procurement Policy and may delegate any such authority under this Policy.

The GM may authorize financing arrangements, including loans, leases, and rentals, for the purchase or rental of goods, services, equipment or property on behalf of HRWC where the purchase is compliant with the other conditions and award limits within this Procurement Policy, provided the period of financing does not exceed 5 years. In the case of leases, the total lease cost will be used to determine the contract award amount.

7. POLICY DIRECTIVES

PROCUREMENT PROJECT PLANNING

Effective project planning is essential to ensuring effective results and limiting risk. The Procurement Project Planning Tool must be completed by the user department for every procurement project. HRWC procurement is responsible for ensuring planning is completed in accordance with the Procurement Project Planning Guidelines found in the Procurement Procedures Manual. The exception to this would be in cases of an Emergency Procurement as outlined in the Alternative Procurement section of this Procurement Policy. User departments must allow sufficient time to properly plan for a procurement project. Planning will take into consideration;

- an initial business case including project description and estimated value;
- other internal advice that may be required (ie: Legal, Finance)
- external resources that may be required (ie: consultants, fairness monitor)
- the appropriate execution strategy (ie: open, non-competitive)
- developing proper specifications and business requirements
- pricing structures
- evaluation plan (open and limited processes only)
- format selection (open and limited processes only)
- justification for using an Alternative Procurement Practice (non-competitive or limited competition only)

MANDATORY USE OF STANDING OFFERS

It is mandatory to use existing standing offers to achieve contracted benefits through the consolidation of purchases. Procurement will work with the user departments to combine requirements where possible and encourage overall standardization of items to reduce the overall cost to HRWC. If a standing offer exists, related procurements must be conducted in accordance with the applicable Standing Offer Guidelines found in the Procurement Procedures Manual. HRWC will leverage the benefits of standing offers of HRM, Province of Nova Scotia or other MASH sector entities wherever practical when the arrangement results in overall best value to HRWC or other substantial advantages.

PROCUREMENT OF GOODS, SERVICES AND CONSTRUCTION

If a standing offer does not exist for a spending category, HRWC will procure goods, services and construction over \$2,500 in accordance with the following table (all values exclude taxes):

CATEGORY	INVITATIONAL COMPETITION (Low Value)		OPEN COMPETITION (High Value)
	Min. 3 Quotes Invited by User Dept.	Min. 3 Quotes Invited by Procurement	Advertised on the NS Procurement Web Portal
Goods	\$2,500 - \$10,000	\$10,000 - \$ 25,000	\$ 25,000 and above
Services	\$2,500 - \$10,000	\$10,000 - \$ 50,000	\$ 50,000 and above
Construction	\$2,500 - \$10,000	\$10,000 - \$100,000	\$100,000 and above
Procurement Project Planning Tool Required		✓	✓

Competitive Procurement: Invitational

An invitational competitive procurement process for low value purchases, involves requesting a minimum of three qualified vendors to submit written quotations based on the requirements outlined by HRWC. Low value purchases are not routine in nature, and are not included in a Standing Offer or available in HRWC inventory.

- If the value of the goods, services and construction is less than \$10,000**
User departments are expected to obtain at least three written competitive quotations in accordance with the principles set out in this Procurement Policy and awarded to the bidder that provides the best value. All documentation will be retained by the user department for auditing purposes. For goods, services and construction less than \$2,500, quotes are not required.
- If the value of the goods, services and construction exceeds \$10,000 but is less than open competition thresholds**
Procurement will conduct an invitational competition on behalf of the user department, to obtain at least three written competitive quotations in accordance with the principles set out in this Procurement Policy and awarded to the bid that provides the best value. The Procurement Project Planning Tool will be completed for every project and all documentation related to low value procurement over \$10,000 will be retained by Procurement.

Competitive Procurement: Open

An open competitive procurement process enables all vendors to compete in a fair and open environment. If the value of the goods, services and construction is a high value and above the invitational competition thresholds, Procurement will conduct an open competitive process. All open competitions will be advertised through the NS Procurement web portal. Tenders in this range will be acknowledged at a public opening at a designated date and time, and all awards will be posted on the NS Procurement web portal. The Procurement Project Planning Tool will be completed for every project.

ALTERNATIVE PROCUREMENT PRACTICES (ALTP)

To balance the need to be open and competitive with the demands of urgent, specialized, or exceptional circumstances, alternative procurement practices are used under specific justifications in accordance with the Alternative Procurement Guidelines

found in the Procurement Procedures Manual. Alternative procurement practices must not be used to avoid competition between suppliers or to discriminate against specific individual or groups of suppliers. All ALTP awards, including name of supplier and contract value, must be publicly posted on the NS Procurement web portal within 10 days of contract award.

For high value procurement

The use of alternative procurement practices must be authorized and supported by the Manager of Procurement and the GM where the GM determines the purchase to be clearly in the best interest of HRWC. The Manager of Procurement may delegate signing authority to an acting procurement officer. The rationale permitting the alternative procurement practice will be documented on the appropriate form and will provide substantiation for the actions taken. Any disagreement between Procurement and the user department with respect to the approval of an alternative procurement practice are to be reviewed by the GM and the Director of Corporate Services.

For low value procurement

User departments will be required to complete a low value ALTP form which must be signed by the requesting employee along with the Manager of the user department and approved by both the Manager of Procurement and the GM. In all cases, forms require two signatures and must be kept on file by Procurement for audit purposes.

Permanent Exemptions

User departments may apply for a permanent exemption for certain goods or services that are considered at the sole discretion of Procurement not to be subject to tender and are not listed in Appendix 'A'. Any such request must be authorized by the GM or his or her designate and the Director of Corporate Services. The permanent exemptions list will be maintained by Procurement for audit purposes.

Emergency Procurement

An emergency procurement occurs when an urgent need arises due to an immediate risk to the health or safety of employees or the general public or because of the possibility of serious damage to public or private property or the environment. If an emergency occurs, a Manager with the Director's approval is authorized to procure the necessary goods, services or construction as he or she determines appropriate. In doing so, the Manager should take into account and fulfill the objectives and requirements of this policy to the extent possible under the circumstances, and use any existing standing offers. The Mandatory use of Standing Offers section of this policy applies to emergency procurement.

8. SPECIAL SERVICES

Legal services will be acquired by the Director from a roster of lawyers based upon work requirements, qualifications, experience, services offered, past performance, proposed fees and other relevant considerations. The selection of the lawyer from the roster in an individual case shall be based upon the particular expertise required for that case. Legal

services having a value of less than \$25,000 may be acquired by the Director in consultation with corporate legal counsel or his/her designate. Legal services having a value of \$25,000 or more shall be approved by the GM or his/her designate. No external legal services should be acquired without first consulting corporate legal counsel.

Insurance Services – All insurance requirements will be acquired in partnership with HRM by public advertisement at intervals determined by HRM.

Architectural, Engineering, Surveying and other consulting services less than \$100,000 will be acquired by staff from a HRWC, HRM or Provincial roster of consultants. Consultants will be selected by project, based upon qualifications, experience, services offered, past performance, proposed fees, and other relevant considerations. For services less than \$100,000 three written quotations will be solicited from Consultants on the roster. Required services over the value of \$100,000 will be publicly advertised through open competition.

Banking Services – General banking services will be acquired in partnership with HRM by public advertisement at intervals determined by HRM.

Auditing Services – Services of External Auditors will be acquired by public advertisement at intervals not greater than every five years. These services may be contracted on a one year term to be renewed on an annual basis up to a five year maximum on terms satisfactory to HRWC. Selection of an external financial auditor shall be completed by the Audit and Finance Committee of HRWC Board and recommended to the Board of Commissioners. Annual renewal of the contract for Audit services shall be made by the Audit and Finance Committee.

9. JOINT PROCUREMENT

Joint Procurement is encouraged by the NS Public Procurement Act when the arrangement results in overall best value. If deemed to be in the best interest of HRWC, joint procurement with the Province, MASH sector entity or any other publicly funded entity may be pursued. Joint procurement may result in extending the opportunity to the Province or other MASH sector entities to participate in the established contracts, or HRWC participating in contracts established by the Province or other MASH sector entities through a publicly advertised solicitation. The provisions of the applicable trade agreements shall apply to the procurement process.

10. ENVIRONMENTAL PROCUREMENT

To procure necessary goods with due regard to the environment, HRWC will follow the Statement of Principle adopted by the Association of Canadian Cities for Environmentally Sound Strategies.

“In order to increase the development and awareness of Environmentally Sound Products, Procurement Staff, in conjunction with Departments, will review their contracts and tender specifications for goods and services, to ensure that

wherever possible and economical, specifications are amended to provide for expanded use of products and services that contain the maximum level of post-consumer waste and/or recyclable content. This will be done without significantly affecting the intended use of the product or service. Also, it is recognized that cost analysis is required in order to ensure that the products are available at competitive prices.”

11. DISPOSAL OF SURPLUS EQUIPMENT

Surplus assets over the value of \$50,000 shall be disposed of by open competition and contract for disposal of such assets shall be awarded by the GM.

In other cases, surplus assets shall be disposed of by the GM as reasonably practical in the circumstances. The GM may award the disposal of surplus material without competition to any non-profit corporation, association, or entity, or any MASH sector level of government.

12. CONTRACT NEGOTIATIONS

Where the solicitation document provides for negotiation to take place, Procurement may engage in negotiations with the selected proponent(s). Any proposed changes to the standard contract terms and conditions must be reviewed by corporate legal counsel prior to finalizing the contract.

13. AWARD OF CONTRACTS

All open competitions shall be presented to the GM for approval except as noted below. A report of the purchasing process along with the procurement planning tool form will be prepared by the user department, approved by the Director and forwarded to the GM for approval.

Awards less than \$25,000 for goods, \$50,000 for services or \$100,000 for Construction can be committed by the Manager of Procurement in consultation with the user department personnel with the appropriate approval authority.

Awards over the value of \$25,000 for goods, \$50,000 for services but below the value of \$100,000 can be committed by the appropriate approval authority level based on the HRWC Approval Authority list.

14. CONTRACT DOCUMENTS, BIDS, AND PERFORMANCE SECURITIES AND SPECIFICATIONS

The GM may from time to time approve such standard forms including bid and performance securities, if any, for purchases by Invitation to Tender, Request for Proposal, Request for Quotations, single source, or emergency purchases as well as forms of contract for type of purchase including but not limited to construction, supplies and services as the GM deems advisable.

Bid bonds, performance bonds and other securities, including labour and material bonds, shall be required for such purchases in such form and in such amounts as the GM deems advisable.

15. AWARD NOTIFICATION

After a contract has been entered into, pursuant to an open competition, Procurement will post the name of the successful supplier and the value of the awarded contract on the NS Procurement web portal.

For contracts entered into after a limited competition or for a high value non-competitive procurement, Procurement will post the name of the successful supplier and the value awarded on the NS Procurement web portal as is required under applicable trade agreements. HRWC will notify bidders of the outcome of an invitational competition.

16. TIE BIDS

In the case of a tie bid, the Manager of Procurement is to request the tie bidders submit a best and final offer. If this is not successful and a tie bid still occurs, the contract may be awarded on the basis of a coin flip.

17. DEBRIEFINGS

Debriefings are an important part of a competitive procurement process. A bidder may request a debriefing of their submission for both open competitions and invitational competitions. The purpose of the debriefing is to provide a bidder with constructive feedback about their bid and suggestions for improvements to better prepare for future opportunities. The debriefing process is not a complaint process and should not be treated as such. Information about bids submitted by other bidders will not be discussed or disclosed in the debriefing.

Debriefings are only initiated at the request of a bidder. Requests for a debriefing are directed to the contact person identified in the solicitation document. Bidders are expected to make their request within ten days from notification of award of contract. Requests for a debriefing made after this time period are considered on a case by case basis.

18. PROCUREMENT COMPLAINT PROCESS

Subsequent to a debriefing, bidders may file a complaint regarding the outcome of a procurement process if the bidder is not satisfied with the results of the debriefing. The bidder must request and attend a debriefing prior to engaging in the procurement complaint process. Complaints must be made by bidders and responded to by the Director of Corporate Services. Where possible, bidders are encouraged to resolve problems directly with the Procurement Section or the user department staff, as many problems can be resolved before a complaint is formulated.

A complaint refers to a written objection submitted by a bidder regarding a solicitation, contract award, or proposed contract for goods, services and construction. Complaints shall contain written details of the issue and the resolution being requested. Complaints can be submitted during the competitive process, or within thirty days from notification of award of contract.

The Director of Corporate Services or his/her designate will make every effort to acknowledge a formal complaint within ten business days of receipt. Complaints may be resolved, dismissed, or withdrawn. A complaint is resolved if the bidder is satisfied with the explanation provided by HRWC. A complaint is dismissed if the Director of Corporate Services concludes that the complaint is not valid as the review indicates a properly applied, fair procurement process. If the Director of Corporate Services finds that the bidder's complaint has merit, an appropriate response will be prepared and submitted to the bidder. The response will be provided on a "without prejudice" basis, unless otherwise agreed by Procurement.

19. CONTRACT MANAGEMENT & VENDOR PERFORMANCE EVALUATION

Establishing contract management practices and assessing vendor performance are both critical to the success of procurement projects. Poor workmanship, unnecessary contract delays and unsafe work practices will not be tolerated. Contracts and standing offers will be managed by the Procurement Section or user department, as required. Upon reasonable notice in writing to the vendor involved, and after a reasonable opportunity for response, a vendor can be disqualified for a period not exceeding three years from participation in a solicitation for goods or services.

20. SUPPLIER DISQUALIFICATION

Suppliers may be disqualified, based upon supporting evidence, from participating in future procurement opportunities for any one of the following reasons:

- Bankruptcy or insolvency;
- False declarations;
- Inadequate performance;
- Final judgements in respect of serious crimes or other serious offences;
- Involvement with ongoing litigation with Halifax Water;
- Professional misconduct; or
- Failure to pay amounts owing to HRWC;
- Violation of HRWC regulations.

A written decision shall be issued to the person disqualified or suspended setting out its reasons for disqualification or suspension, to the usual business address of that person as shown in the records of the purchasing department. Disqualification will be approved by the GM.

21. ACCOUNTABILITY

Procurement activities at HRWC are expected to be conducted with integrity and professionalism, showing respect for the process, the environment, and safeguard confidential information.

DIRECTOR OF CORPORATE SERVICES

The Director of Corporate Services is responsible for promoting, implementing and the overall administration of this policy.

MANAGER OF PROCUREMENT

The Manager of Procurement is responsible for ensuring the consistent application of this policy and the provision of the Procurement Section to all user departments in an efficient and diligent manner. The Manager is responsible for ensuring compliance with this policy and is required to address any non-compliance. Where instances of non-compliance are identified, the Manager is expected to submit written confirmation of actions taken to the Director of Corporate Services.

PROCUREMENT EMPLOYEES

Procurement employees shall adhere to this policy and are responsible for consistently applying this policy and the guidelines to all procurement projects. Procurement employees must clearly understand their obligations and responsibilities under this policy and all applicable protocols and consult with the Manager of Procurement in respect of any questions regarding the application or interpretation of this policy or any protocols. Procurement employees are expected to provide procurement services in an efficient and diligent manner, and are encouraged to develop and foster productive and cooperative professional relationships with their colleagues.

USER DEPARTMENTS

User departments are responsible for procurement activities within their unit and are accountable for achieving the specific objectives of this policy. User departments are to clearly understand their responsibilities in accordance with this policy and are to consult with the Manager of Procurement with respect to any questions regarding the application or interpretation of this policy or any protocols.

22. CONFLICT OF INTEREST

All procurement activity must be conducted with integrity so as to maintain the public's trust. Any procurement activity that creates, or appears to create, a conflict of interest, shall not be engaged. Conflicts will be deferred to HRWC Policy #8.17.

Internal Conflict of Interest

All participants in a procurement process, including all employees of procurement and all members of the evaluation team, must ensure that there are no undeclared internal conflicts of interest. Evaluation team members must sign individual conflict of interest

declarations stating they have no conflict of interest with respect to the procurement process.

Bidder's Conflict of Interest

All bidders will be required to declare that there are no conflicts of interest or provide details for any actual or apparent conflicts of interest at the time of bid submission. Procurement must ensure that all procurement templates include appropriate conflict of interest language and declarations.

23. CONFIDENTIALITY & ACCESS TO INFORMATION

Confidentiality

Supplier information submitted in connection with a procurement process must be adequately protected.

Access to Information

HRWC is subject to the Part XX of the Municipal Government Act respecting *Freedom of Information and Protection of Privacy*. Procurement will adhere to the Act and will respect the maintenance, release and management of all procurement records.

Personal Information Disclosure

HRWC must adhere to the requirements under the *Personal Information International Disclosure Protection Act* of Nova Scotia respecting the protection of personal information from disclosure outside of Canada.

24. STAFF TRAINING

Procurement will provide orientation and training as required to employees involved in procurement activities at HRWC. Employees involved in procurement activities should be knowledgeable with respect to this policy and the general principles of public procurement. The Procurement Section will provide relevant training and will promote appropriate external education and training opportunities whenever possible.

25. MONITORING

RECORD KEEPING

All procurement activity must be authorized, properly recorded, maintained and supported by the appropriate documentation required under the applicable guidelines found in the Procurement Procedures Manual.

AUDIT

All procurement activity is subject to audit by the Municipal Auditor General.

PROCUREMENT COMPLIANCE TESTING

Procurement activities are subject to compliance testing by the Manager of Procurement and the results may be used to develop strategies to improve compliance and

development of training. The Manager of Procurement will establish and regularly review policies and procedures to ensure continuous improvement.

REPORTING

Any identified non-compliance will be reported to the Director of the user department with a copy to the Director of Corporate Services. In cases of non-compliance, Procurement reserves the right to revoke the delegation for low value procurement activity.

26. REFERENCES

All procedures, guidelines, and forms referred to in this policy can be found on the HRWC website.

Some of the relevant legislation, trade agreements, and reference documents include:

- Public Procurement Act
- Municipal Government Act (Part XX) respecting Freedom of Information and Protection of Privacy (FOIPOP)
- Personal Information International Disclosure Protection Act (PIIDPA)
- Canada Free Trade Agreement (CFTA)
- Canada-European Union Comprehensive Trade Agreement (CETA)
- Atlantic Procurement Agreement (APA)
- Construction Contract Guidelines
- HRWC Standard Terms and Conditions
- Atlantic Standard Terms and Conditions

27. CONTACT INFORMATION

For further information or clarification regarding this policy please contact:

Michelle Comeau
Manager of Procurement
Halifax Water, Procurement Services
450 Cowie Hill Road
PO Box 8388, RPO CSC
Halifax, NS B3K 5M1
Phone: (902) 490-4813
procurement@halifaxwater.ca

APPENDIX 'A'

LIST OF PERMANENT EXEMPTIONS

The following list of goods and services shall be permanently exempt from the application of the HRWC Procurement Policy. Unless otherwise stated, the approval and procurement of goods and services that are exempt from this policy are subject to the signing authority limits set out in the HRWC Approval Authority List.

(a) **PROFESSIONAL SERVICES**

Services that may, under the laws of Nova Scotia, only be provided by the following licensed professionals: medical doctors, dentists, nurses, pharmacists, veterinarians, engineers*, land surveyors*, architects*, accountants**, actuaries***lawyers**** and notaries.

* Engineers, Land Surveyors and Architects

Services provided by Engineers, Land Surveyors and Architects are only exempt from the application of this policy if such services have an estimated value of less than \$100,000. Such Services shall be procured in accordance with the Special Services section of this policy.

** Accountants

Notwithstanding that Services provided by Accountants are otherwise exempt from the application of this Policy, the procurement of Auditing Services shall be done in accordance with the Special Services section of this policy.

***Actuaries

Notwithstanding that Actuarial Services provided by Actuaries are otherwise exempt from the application of this policy, the procurement of Actuarial Services shall be done in accordance with the Special Services section of this policy.

****Lawyers

Notwithstanding that Legal Services provided by Lawyers are otherwise exempt from the application of this Policy. Legal services shall be acquired from a roster of lawyers and in accordance with the Special Services section of this policy. No external legal services should be acquired without first consulting corporate legal counsel.

(b) **LEGAL SERVICES/EXPENSES** (in addition to those provided by lawyers)

- Expert Witness Services
- Legal Opinion and Representation
- Court Reporter Services
- Arbitrators and Moderators
- Discoveries
- Legal Settlements

(c) **PETTY CASH ITEMS**

Funds established in a user department for the purchase of minor items when it would be otherwise impractical to purchase items through the usual purchasing methods.

(d) **TRAINING AND EDUCATION**

- Conferences, Conventions and Tradeshows
- Newspapers, Magazines & Periodicals, including subscriptions
- Memberships
- Seminars, Workshops not specifically designed for HRWC

(e) **REFUNDABLE EMPLOYEE/OTHER EXPENSES**

- Advances
- University Courses
- Entertainment
- Miscellaneous Non-Travel
- Meal Allowances
- Travel Expenses
- Hotel Accommodation
- Refunds: payments, fees

(f) **EMPLOYER'S GENERAL EXPENSES**

- Payroll Deduction Remittances
- Grants to Agencies
- Medical & Dental Expenses
- Debenture Payments
- Payment of Damages
- Petty Cash Replenishment
- Tax Remittances
- Employee Income
- Member's Discretionary Funds
- Real Property, including land, buildings, easements, encroachments and licenses (except for the acquisition of Facilities where HRWC is the tenant)
- Licenses, such as vehicles and elevators
- Charges to and from HRM and other public entities
- Bank Charges and Underwriting Services where covered by agreements
- Grants and Contributions

(g) **UTILITIES**

- Water and Wastewater
- Power and related infrastructure when purchased from a utility
- Telephone Services

(h) **MISCELLANEOUS**

- Print, Television and Radio Media Advertising Accounts
- The publication and distribution of magazines, periodicals or newspapers but not including the sole activity of printing or typesetting
- The production and distribution of audio, film or video recordings
- Customs Broker/Services
- Taxi Services
- Courier Services
- Catering, meals and small incidentals
- Postage