

# Codiac Regional Policing Authority

**Policy #:** G-402  
**Category:** Financial Oversight  
**Subject:** Procurement  
**Date:** Insert  
**Review Cycle:** Year 3/5  
**Review Date:** 2023

## Framework

### Police Act

Section 17.05(10) of the Police Act provides that a regional policing authority, on behalf of the parties to the agreement for which it is established and within its budget, may acquire, deal with and dispose of real and personal property, may enter into contracts and may sue and be sued, and the parties to the agreement under which the regional policing authority is established are liable jointly and severally for the debts of the regional policing authority arising out of any matter coming within the scope of the Act.

### Municipal Agreement

Section 5(2) of the Agreement between the City of Moncton, the Town of Riverview and the City (then Town) of Dieppe dated April 9, 2001 (the Municipal Agreement) provides that the CRPA must establish and maintain a purchasing policy covering the acquisition, tendering, valuation, and disposal of equipment, vehicles, and other property.

### Regional Police Services Agreement (RPSA)

Section 13.1 of the RPSA provides that Canada will procure the Equipment used by the Codiac Regional Police Service (CRPS) in accordance with its own procurement practices and procedures, directives of the Treasury Board of Canada and the *Government Contract Regulations*.

## Policy

The CRP Authority will follow the City of Moncton's Purchasing Policy. In particular,

1. Under the New Brunswick *Public Purchasing Act*, The CRP Authority may 'sole source' contracts for goods and services under \$25,000. Prospective contracts over that amount must be subject to a public tender for competitive bids. However, in unique and specialized circumstances, such as professional services (for example, services provided by lawyers, physicians, accountants or architects) a 'sole source' contract is acceptable.
2. To facilitate local applicability and coordination with the provincial

requirements, the City of Moncton has imposed a threshold in the procurement process that is lower than the provincial threshold. The City of Moncton purchasing policy permits purchases without public tender that are under \$10,000. However, pricing shall be solicited and recorded from a minimum of three bidders where sufficient competition is available.

3. As the CRP Authority does not currently have staff with procurement experience, the City of Moncton is responsible for the contracting process on behalf of the CRP Authority. In preparing for an intended purchase of goods or services, the CRP Authority should consider the intent of the contract and services required, in general terms. The specific Terms of Reference for a Request for Proposals and the resulting contract will be developed by the Procurement Section of the City of Moncton.
4. To ensure consistency of practice and transparency, appropriate development of service agreements and the establishment of a fair market price for goods and services, all anticipated purchases over \$10,000 will be reviewed and orchestrated by the Purchasing Department, City of Moncton. The Terms of Reference for the Request for Proposals and the terms and conditions of the contract will be developed or reviewed by the City of Moncton. The Chair of CRP Authority and a member of the Executive Committee are authorized to sign contracts on behalf of the CRP Authority.
5. The CRP Authority is responsible for monitoring the progress of Authority contracts against the intended outcomes.
6. In the event that a contractor fails to meet the requirements of a contract, if the matter cannot be resolved amicably, the CRP Authority, being a 'municipal entity', has the right to sue and to be sued.
7. In general, the CRP Authority procurement process will be transparent and goods and services obtained at fair market cost. All such tenders and contracts will be subject to the rules and procedures of the City of Moncton.
8. For dimensions of procurement not explicitly outlined in this policy, the CRP Authority will be informed but not bound by the procurement policy for the Province of New Brunswick. The Authority will determine its own procurement process.