



# Policy: Procurement and Purchasing

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## **Policy Statement**

*The Calgary Rangers Soccer Club and Sports Association (CRSC) as part of operations, regularly purchases soccer supplies, jerseys, club wear and related equipment.*

## **Principles and Practices**

### **Procurement**

The club's objective is to purchase the necessary supplies, club wear, and equipment in the best interests of the club members. CRSC have an existing relationship with Adidas Canada, and club wear and jerseys are ordered from Adidas through our preferred vendor, Kicks Sports.

When key items of equipment are required for the club, key considerations in the selection of vendors and items include competitive comparisons, quality, cost, pickup/delivery cost and timeliness, vendor reputation, replacement availability, and process integrity.

### **Purchasing**

There is reasonable expectation of certain purchases being required for each season (such as team equipment, first aid kits, etc.) that are ordered at the discretion of the Executive Technical Director. The cost of these items is generally less than \$2000.

Purchases of items outside of the above noted items require the pre-approval of the Treasurer and Executive Director, up to a cost of \$25,000.

For any purchases in excess of \$25,000, pre-approval from the Board of Directors is required.

For any capital expenses in excess of \$25,000, a full Request for Proposal process must be followed, seeking to obtain at least three written quotes, to ensure transparency.

### **Questions and complaints**

If you have a question or concern about procurement, please contact the Board Chair of CRSC.

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