

Annex A to
KMCSO Purchasing Procedures and Financial SOP

Effective Date: 1 May 2020

AIDE MEMOIRE to KMCSO PURCHASING PROCEDURES and FINANCIAL SOPs

1. Identify a need for the expenditure.
 - a. Who? Which F&S department requires goods or service;
 - b. What do you require;
 - c. When do you require the goods or services; and
 - d. Why do you require these goods or services, what purpose will it fulfill.
2. Determine if the goods or services are a public or non-public expense with the F&S Manager, Steve Ruttan.
3. Obtain the necessary quotes. Minimum quote requirements are as follows:
 - a. One quote is required for purchases under \$1000;
 - b. Two quotes are required for purchases between \$1000 and \$2500;
 - c. Three quotes are required for purchases between \$2500 and \$5000; and
 - d. Three quotes are required for purchases over \$5000 and a 2227 must be submitted to base supply who will make the purchase on our behalf.
4. Web based quotes are acceptable but not as effective or accurate as email quote requests and do not provide vendors equal opportunity to provide quotes on specific or comparable items, see email quote template immediately below.

Example Email Quote:

You are receiving this e-mail as a request for a quote. This is not an agreement to purchase.

CFB Kingston PSP is interested in receiving a quote for fifteen (15) Stand Up Paddle Boards to provide members of the Canadian Armed Forces and their families the opportunity to participate in water sports.

Minimum Requirements / Specifications:

1. Wide and stable platform for beginner to novice paddlers
2. Durable construction, ideally plastic. These are used as rentals and may be exposed to a fair amount of abuse.
3. Molded fins preferred
4. Length no less than 10"
5. Minimum Capacity 250 lb

6. Must be delivered NLT 31 Mar 2018

Include all freight and taxes in the quote. Quotes must be in Canadian Dollars.

The Delivery address is:

11 Navy Way

KMCSC

Kingston, ON

K7K 7B4

Attn: Sports Stores

Quotes received via e-mail by 1600hrs on Tuesday 6 March 2018 will be considered for purchase.

Thank you for taking the time to respond to this request for quote.

5. Request authority to purchase the goods or services through Sports Store. Your recommendation should be based on best value for the money by considering the price, durability, product suitability, warranties and service support. You will need to include the following:

- a. purpose or need of the transaction which includes:
 - (1) Public Purchase in the case of the Base Gym at CFB Kingston, is equipment typically used to support fitness, intersection sports and base teams.
 - (2) Non-Public Property (NPP) is used for the benefit of serving and former members of the Canadian Forces and their families. This may include but is not limited to NPP programs and activities delivered locally at Bases for the purposes of Morale and Welfare programs, services, and activities. In the case of CFB Kingston, that is equipment or services typically used Community and Recreation programs.
- b. The item(s), the quantity required and the name of the vendor.
- c. Amount of the transaction, which includes the sub-total, shipping, taxes and a total cost not to exceed.
- d. All quotes, including vendors that did not provide a quote (no quote) or missed the submission deadline; and
- e. A recommendation which includes ALL QUOTES and supporting comments (substantiation), which briefly describes why we should purchase the equipment from one vendor rather than another.