



Procurement Policy

Policy number	POL0011	Version	2
Drafted by	Rebecca O'Sullivan	Approved by Board on	March 2023
Responsible person	Megan Hall, Executive Officer (EO)	Scheduled review date (2yrs)	March 2025

Purpose: This policy provides guidance to AAFIE Foundation (AAFIE) to establish the standards expected regarding the procurement of goods and services.

Policy Statement: AAFIE seeks to obtain the best possible value-for-money from its procurement activities and aims to do so in an open and equitable manner, whilst minimising its exposure to legal, operational and reputational risks.

AAFIE will involve the investigation of more than one supplier in the procurement of goods and services; and where possible, obtain three quotes for comparison of the quality and price of the available goods or services.

The EO will work in partnership with the Board of Directors to ensure the policy is upheld and all expenditure is authorised and reviewed.

Scope/Applicable To: AAFIE Board directors, staff, volunteers, members and those who work with AAFIE including event and conference organisers.

Engaging Consultants/Contract Staff: When a consultant/contractor is engaged, AAFIE will sign off on a Contractor Agreement which is to be countersigned by the consultant/contractor. The Contractor Agreement will cover:

- Arrangements for payment
- Project management, plan, budget and outcomes outlined
- Timeframe for delivery
- Insurance
- Intellectual property
- Variations to the contract
- Resolution of disputes and
- Termination of the contract

These contracts form part of AAFIE's legal obligations, and AAFIE is committed to meeting these requirements in a timely and efficient manner.

Unforeseen Circumstances: Contractor Agreements should include a clause around Epidemic and Pandemic processes if there is a risk that this could impact on the procurement

relationship, for instance with event/conferences for AAFIE. The purpose would be to prevent or reduce transmissions at all times, take all necessary precautions, and follow relevant Health guidelines would be followed in all circumstances.

Related Documents: Governance Manual, Complaints Policy, Risk Management Policy, Delegations Policy