

11.1 Purposeful Purchasing Policy

Purpose:

This policy demonstrates BACI's commitment to align our spending practices with our values. Whenever possible, we want to purchase from suppliers who advance the economic inclusion of people with disabilities and contribute to social sustainability. In other words, BACI wants to buy from companies that create and support employment for people with disabilities. It is also important to BACI to buy from companies who are environmentally responsible – who do good things for the community and for the earth.

Scope:

This policy applies to employees making purchases on behalf of BACI.

Definitions:

Purchasing refers to the process of procuring (buying) products and services from suppliers (companies that provide the products or services to BACI). The purchase can be made through direct buying, or through issuing tenders (a request from BACI to buy a service or product) and Requests for Proposals.

Suppliers are companies (manufacturers, vendors, consultants/service providers) that have a direct relationship with BACI. These companies may have factories or production facilities of their own, or they may sub-contract parts of, or their entire, production.

Policy:

BACI will take a number of factors into account when making purchasing decisions. Specifically, whether:

- The supplier's purchasing/procurement policies and practices promote partnerships with businesses owned or operated by people with disabilities, and with social enterprises.

Note: This item is a top priority for BACI, because it supports the organization's mission and vision regarding improving the lives of people with disabilities.

- The supplier has a corporate responsibility statement regarding community sustainability (doing positive and helpful acts for the community and earth).
- The supplier's Human Resource policies and practices increase the inclusion of people with disabilities in the workforce.
- The supplier's advertising campaigns target and respect people with disabilities as valued consumers.

- The supplier's employee customer service training includes instruction and strategies for serving customers with disabilities well.
- The supplier's facilities (office space, warehouses, parking lots, factories, etc.) are fully accessible to people with disabilities.
- The supplier is local.

Whenever practical and financially appropriate, BACI (including all of its programs and services) will purchase from suppliers who meet the above criteria. Purchasing limits (i.e. how much a Supervisor, Manager, etc., can approve to buy) will be followed as per BACI's Policy 5.5.

Goods and services that are identified as more expensive because they meet the terms of purposeful purchasing will still be purchased, provided: (1) the difference in cost is not unreasonable, and; (2) it does not result in budgetary deficits or restraints. While expenditures must continue to be fiscally responsible ones, they must also conform to this policy to the extent that it is possible to do so.

If questions arise or support is needed to make a purchasing decision that conforms to this policy, the matter will be referred to the Executive Director for final decision.

BACI will establish procedures for the ongoing review of the suppliers' practices related to this policy.

BACI will establish a process to assist suppliers to conduct business in ways that are consistent with this policy.

BACI will collaborate with other organizations that are similarly committed to the philosophy and practice of purposeful purchasing.

This policy will not result in limitations to goods or services for persons served, or to barriers in accessing the community.

Linking Policies

- 1.1 Vision & Mission Statements
- 1.2 Guiding Principles
- 1.5 Conflict of Interest Policy
- 1.8 Code of Ethics
- 1.11 Risk Management Policy
- 1.12 Corporate Responsibility Policy
- 5.1 Financial Governance Policy
- 5.5 Financial Authorization Policy
- 5.15 Capital Expenditures Policy