



## Procurement Policy

Oversight body: Budget and Finance Committee

Date Passed by Council: March, 2010

Date of Next Review: August, 2018

Related policies, bylaws, legislation: Finance Policy

### **Definitions**

Procurement – the act of obtaining or buying goods and services

Service Provider – means an external organization that provides goods or services to the Union.

### **Purpose**

This document outlines the DSU’s policies related to the procurement of external service contracts with food and beverage service providers. It establishes a uniform set of guidelines that the DSU will follow prior to signing any contracts relating to food and beverage services. This policy will only cover the procedure that the DSU is to follow with regards to obtaining input from the general membership of the DSU prior to tendering potential contracts with an outside food and beverage service provider.

### **Scope**

This policy applies to all potential food and beverage contracts signed by the DSU with an external service provider.

### **Statement**

The Dalhousie Student Union (DSU) is committed to ensuring that the student’s voices and opinions are accurately represented and taken into consideration when entering into contracts with food and beverage service providers.

## 1. Procedure/Guidelines

1.1 Prior to compiling a Request for Proposal (RFP) and issuing a call for potential food and beverage service contracts, the DSU must ensure that the following initiatives are taken to engage the general membership of the Union and ensure that the desires and concerns of the student body are taken into account.

1.2 The DSU will engage students in a two week consultation process whereby students will be given the opportunity to voice their opinions regarding what they would like the contract to consist of. This consultation period will consist of but is not limited to the following means of data collection, which will be obtained during the first week of consultation:

1.3 There will an open meeting between the DSU executives, council members and general membership of the Union that will take place at a meeting outside of regular council meetings. The agenda for this meeting will be advertised at least one (1) week in advance via email, posters and the DSU website.

1.4 The DSU will conduct an online survey that will be available on the DSU website and will also be emailed to Union members, asking what key elements students would like to see included in the chosen contract.

1.5 The DSU will accept written recommendations for the contract from the general membership of the Union.

1.6 Upon collecting and reviewing all data, the DSU's Board of Operations will report back to council on their findings, which will be made available on the DSU Website no less than two weeks following the end of the consultation process, and determine what elements can be reasonably incorporated into the RFP.