

 YUKON ENERGY Goods & Services Guidelines GS-012	DEPARTMENT:	INQUIRIES TO:	TOPIC:
	All	Corporate Services	Standing Agreements Guideline
	ISSUED:	REVIEW DATE:	APPROVED BY:
	March 2006	February 2009	Director, Corporate Services

1.00 Purpose

- 1.01 The purpose of Standing Agreements is to provide a procurement method for repetitively purchased, lower dollar value goods and services for a specified period.
- 1.02 Standing Agreements are a method of purchase used to provide direct access to a pre-qualified vendor for the supply of specific goods and/or services, on an as-required basis, for specific periods of time, at prearranged prices and delivery conditions.
- 1.03 Standing Agreements shall only be awarded as a result of a competitive bid process undertaken by Corporate Services and approved by the Director of Corporate Services or President, when appropriate.
- 1.04 Standing Agreements may be requested if:
- Yukon Energy is purchasing a large number of units of goods or services over time and the total volume of purchases is relatively predictable and consistent over time;
 - The specification of each unit varies very little from unit to unit; and
 - There are other value add services or elements that could be achieved by a long-term agreement.

2.00 Procedure

The following is the procedure for implementing Standing Agreements:

- 2.01 Submit a completed Purchase Requisition to Corporate Services clearly indicating the goods and/or services to be purchased, and the estimated annual usage (both in quantity and estimated dollar amount).
- 2.02 All Purchase Requisitions requesting a Standing Agreement will be subject to the Competitive Bid or Non-Competitive Purchases Guidelines where appropriate to that particular potential purchase.
- 2.03 The award of Standing Agreements will be made by Corporate Services, once proper processing and if necessary proper bidding procedures have been completed.
- 2.04 Standing Agreements will normally be issued on a yearly basis and are subject to review (renewal or cancellation) annually coordinated by Corporate Services and with input from the user departments.
- 2.05 Any revisions/corrections to a Standing Agreements must be done by way of a Change Order request. Corporate Services will issue all Change Orders.

3.00 Signing Authority

3.01 Standing Agreements and all associated acquisitions/ transactions are to be accessed only by authorized employees in accordance with Yukon Energy's Signing Authority Policy.

4.00 Accessing Standing Agreements

4.01 Authorized employee can access or use a Standing Agreements by:

- a) Checking Standing Agreements log to ensure Standing Agreement exists with vendor;
- b) Checking to ensure valid proof of Insurance and WCB;
- c) Purchasing goods and/or services where there is compliance with (a) and (b);
- d) Requesting vendor to put Standing Agreement number on all invoices;
- d) Coding purchases;
- e) Obtaining second authorized signature for purchase; and
- f) Forwarding purchasing documents to Accounts Payable for processing.

5.00 Standing Agreements Document Retention

5.01 Corporate Services will retain all original documents, complete with supporting documentation for a period of six years plus current year for audit purposes.