

# Sourcing and Procurement Policy

Unlocking Opportunities, Expanding Horizons



# Introduction

The Procurement and Sourcing Policy of EJ'S Solutions is designed to ensure that all procurement and sourcing activities are carried out in a fair, transparent, ethical, and cost-effective manner, and in compliance with applicable laws, regulations, and internal guidelines. This policy serves to maintain the highest standards of integrity, encourage competition, and maximize value in the acquisition of goods, services, and works required for the organization's operations and projects.

The policy applies to all employees involved in any procurement activity at EJ'S Solutions, including but not limited to sourcing, bidding, purchasing, contract negotiation, and supplier selection. It encompasses procurements made with both direct project and indirect organizational funds and extends to consultants, contractors, service providers, and suppliers.



## Procurement Principles

At EJ'S Solutions, we adhere to the following core procurement principles:

- **Integrity and Ethical Conduct:** Employees and agents must conduct procurement activities honestly, ethically, and in compliance with all relevant regulations, avoiding conflicts of interest and ensuring fairness in all dealings.

- **Transparency and Accountability:** The procurement process is conducted in a transparent manner to ensure accountability, minimize the risk of fraud, and provide a clear audit trail for all transactions.
- **Value for Money:** Our procurement activities strive to achieve the best combination of quality, cost, and service in alignment with organizational goals and stakeholder expectations.
- **Fair Competition:** Procurement opportunities are accessible to a broad range of vendors, fostering competition and providing equal opportunity for all qualified suppliers to participate.
- **Sustainability and Inclusivity:** Where feasible, we encourage sourcing from minority-owned, women-owned, youth-led businesses, and other socially responsible entities. We also aim to incorporate sustainability considerations into procurement decisions.

## Procurement Process Overview

- The procurement process at EJ'S Solutions includes the following steps:
- **Determining Procurement Needs:** Identify and define the size, scope, and value of the procurement.
- **Competitive or Non-Competitive Determination:** Decide whether the procurement will be conducted competitively or through a sole-source process.
- **Soliciting and Evaluating Offers:** Solicit offers as per the procurement method and evaluate bids based on criteria established in the RFP/RFQ.
- **Approval and Documentation:** Prepare a Purchase Requisition, obtain required approvals, and document the procurement decision.

- **Issuing Purchase Orders and Contracts:** The Finance team issues a Purchase Order (PO), and the Procurement Manager finalizes and signs any necessary contracts.
- **Monitoring and Evaluation:** Ongoing assessment of vendor performance, adherence to contract terms, and timely fulfillment of deliverables.



## Conflict of Interest

All employees and agents involved in procurement must disclose any actual or perceived conflicts of interest and must abstain from participating in procurement activities that present conflicts. Violations of this policy may result in disciplinary action.

## Prohibited Practices

EJ'S Solutions strictly prohibits any form of bribery, kickbacks, or other improper payments during procurement activities. Any violations must be reported immediately to management or through the confidential reporting channels outlined in the company's policies.

# Procurement Approval Levels

EJ'S Solutions defines procurement approval levels to ensure proper authorization at each stage of the procurement process.

Approval levels are as follows:

- Executive Management (e.g., Director of Finance): Up to \$100,000.
- Head of Finance: Up to \$25,000.
- Managers/Coordinators/Leads: Up to \$10,000.
- Officers: Up to \$5,000.

No single individual may both request and approve the same procurement, ensuring a division of duties and accountability.

## Simplified Acquisitions

Written bids from at least three responsible providers are required. A Request for Proposals (RFP) or Request for Quotes (RFQ) may be used to obtain bids. If fewer than three bids are available, a written waiver and justification are required.

## Documentation Requirements

All procurements must be thoroughly documented, including evaluation notes, RFP/RFQ documentation, bid offers, and signed contracts. Documentation provides transparency, accountability, and compliance assurance.

## Sustainable and Inclusive Sourcing

EJ'S Solutions is committed to fostering inclusivity and sustainability in our procurement practices. We prioritize sourcing from minority-owned, women-owned, youth-led businesses, and encourage environmentally sustainable procurement strategies whenever feasible.