

## PURCHASING

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### POLICY

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All purchasing must be consistent with the purchasing process outlined in the Hamlet's Procurement Bylaw No. 2018-12.

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### DEFINITIONS

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"Hamlet" means Hamlet of Enterprise

"SAO" means Senior Administrative Officer

"**agreement for services**" means a document relevant to the service being purchased and the advertising method used to obtain that service, eg: Request For Proposal/Tenders – Tailored Contract, Request For Quotes – Agreement, etc.

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### GUIDELINES

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1. All purchasing must be in adherence with the Hamlet's Procurement Bylaw No. 2018-12.
2. All agreements/contracts for services:
  - 2.1. will be made in a manner that is open, transparent and fair.
  - 2.2. must be signed by the Mayor and/or Senior Administrative (SAO) or their designated alternatives; and
3. Agreements will be prepared on the agreement template provided by the Hamlet's Legal Counsel.
4. Contracts will be drafted according to the Request for Proposal or Request for Tender documents and reviewed by the Hamlet's Legal Counsel prior to finalizing.

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### ATTACHMENTS

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Procurement Bylaw No. 2018-12

Agreement Template (prepared by the Hamlet's legal team), to be used when appropriate

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### REFERENCES

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N/A