



CONSTITUTION

Article 1 – Name

Kawartha Collaborative Purchasing Group hereinafter referred to as KCPG.

Article 2 – Purpose

The KCPG is an unincorporated group established to promote strategic direction, economy and procurement management efficiencies for its publically funded member agencies located within the boundaries of the City and County of Peterborough, the City of Kawartha Lakes and Northumberland County. Membership in the KCPG shall, at all times, be recognized as voluntary. The KCPG was formed to act as procurement networking group and is not a legal entity. Objectives include:

- Mutually collaborating on competitive bids for commonly used goods and services of its members
- Promoting exchange of market information and networking
- Encouraging professional development
- Meeting legislative procurement directives
- Sharing Best Practices

Article 3 – Membership

The Membership will consist of the organizations listed herein. Organizations may send more than one representative to any meeting but voting is to be limited to one vote per member. There will be four (4) scheduled meetings annually. A quorum will be by majority of members in attendance, at a minimum of 5 voting members. The Chairperson may motion to post-pone a vote if lacking members and call a special meeting or hold vote at next scheduled meeting.

Members include:

- Corporation of City of Kawartha Lakes
- County of Peterborough
- Fleming College
- Kawartha Pine Ridge District School Board
- Northumberland County
- Peterborough County-City Health Unit
- Peterborough Utility Services Inc.
- Peterborough Victoria Northumberland and Clarington Catholic District School Board
- Trent University
- Trillium Lakelands District School Board
- The Corporation of the City of Peterborough

The Membership may be extended at any given time to include other publically funded organizations operating within the geographical boundaries identified herein and agreed to by resolution by the KCPG. Any member may cancel membership at any time by providing written notification to the Chairperson. Any member may be removed from the KCPG if they fail to meet their obligations. The member in question will be given written notice by Chairperson of removal, as agreed upon by mutual resolution of the members present at a regular meeting.

Member requisites include:

- Attend a minimum of two (2) regularly scheduled meetings per year
- Hosting of regularly scheduled meetings as convenient
- Actively participate in collaborative initiatives
- Assume the role of Bid Administrator for a reasonable number of bid solicitations
- Execute KCPG Confidentiality and Conflict of Interest Declaration annually
- Share Recording Secretary duties. The Recording Secretary, usually provided by the hosting member of scheduled meeting, shall document minutes of the meetings and distribute such minutes to all members promptly following meetings.

Article 4 – Election and Duties of Officers

The Officers of the KCPG shall be the Chairperson, Vice-Chairperson and Treasurer elected annually for term of January 1st to December 31st with a maximum of two (2) concurrent years served or longer as agreed to by the Membership. Annual election shall take place at the last regularly scheduled meeting each year and will be conducted by the Chairperson and appointments will be by a show of hands vote. In the event of tie, the Chairperson shall cast an additional and deciding vote.

Chairperson:

- Preside over meetings of the KCPG
- Establish or postpone meeting dates
- Set agenda and issue notice of meetings
- Act as procedural officer for the transaction of business
- Conduct correspondence on behalf of the KCPG
- Appoint such committees as deemed necessary
- Assign duties and engage Vice Chairperson and other members in the KCPG activities
- Have a deciding vote in event of tie vote in elections
- Promote KCPG opportunities
- Conduct duties of Vice-Chairperson in the event of absence of Vice-Chairperson

Vice-Chairperson:

- In absence of Chairperson, assume the responsibilities of Chairperson;
- Assist Chairperson in setting Agenda;
- Coordinate updates of KCPG webpage and Activity Log with members as required;
- Coordinate booking guest speakers for scheduled meetings when required.

Treasurer:

- Responsible for collection of all monies owed to the KCPG
- Prepare cheque requests for payments due by the KCPG
- Custodian of all KCPG funds and shall deposit all monies in a bank in the name of the KCPG
- Custodian of all disbursements which are authorized by the Membership
- Keep books of accounts which may be audited at the end of each fiscal year
- All payments due by the KCPG shall be authorized by the Treasurer and one of either Chairperson or Vice Chairperson
- Treasurer may be permitted to contract external services including, but not limited to, accounting and auditing services, banking services and/or legal services for the KCPG as required. Required contracted services will be socialized to the Membership and voted by quorum prior to engagement.

Article 5 – Financial

There shall be a dues payment to KCPG by each member and the KCPG will be solely funded by annual membership fees. KCPG fiscal shall run from January 1st to December 31st. Fees will be determined and expended as a vote by quorum. The annual membership fee shall be determined at the last regularly scheduled meeting of the fiscal year and must be paid by March 15th of the next calendar year by all participating members. The Treasurer will be responsible for the collection and administration of member fees, keep accurate records of receipts and expenditures and shall present a report to the members at the first meeting of the new fiscal year.

Article 6 – Ethical Code

When conducting supply chain related business on behalf of the KCPG, all members will act and be seen to act, with integrity and professionalism and support fair and open market competition. Honesty, care and due diligences will be integral to all business activities. Confidential information will be safeguarded. Members shall not engage in any activity that may create, or appear to create, a conflict of interest such as accepting gifts or favours, providing preferential treatment, or publically endorsing suppliers or products.

The KCPG endorses the Ontario Broader Public Sector Supply Chain Code of Ethics.

Article 7 – Guiding Principles for Cooperative Purchasing

The KCPG conducts cooperative tendering ventures as a means of reducing costs of commonly used goods and services through volume collaboration. The following principles shall apply to the KCPG for cooperative purchasing initiatives:

- Goods and services that lend themselves to cost reduction, efficiency improvement, process and/or quality improvements due to volume and/or methods will be considered as priority projects.
- An assigned lead organization will coordinate and issue an appointed competitive solicitation on behalf the KCPG participating members. Each RFX will define the participating members and their

estimated procurement commitment volumes. Each participating member will appoint a Project Coordinator responsible for providing assistance and support in the competitive project.

- All bid solicitations will adhere to applicable procurement legislation, Trade Agreements, Canadian Contract Law and Broader Public Sector Procurement Directives, and any other applicable legislation or directives.
- Bid solicitations will be posted for an applicable number of calendar days to meet BPS and Trade Agreement requirements on a national electronic bid service(s). A pre-publication notice may be required and posted prior to bid solicitation on same electronic bid service(s).
- Contract award shall be posted publically using the same electronic bid service(s) as the original solicitation.
- Each participating member will be responsible to contract for their portions of the goods or services within a reasonable timeframe with awarded supplier and responsible for on-going supplier and contract management for term of agreement.
- Ordering, receiving, and payments of cooperatively bid items will be the responsibility of the member for its portion of the competitive bid award.
- Competitive solicitations will be issued in a document form as agreed to by the KCPG and the final RFX project document will be approved and signed off by each participating member prior to public posting. Individual specifications, delivery points, and other unique requirements may vary for each member.
- Participation in a bid solicitation is voluntary. Names of participating agencies for solicitation projects will be recorded in meeting minutes and final award detail will be defined in the KCPG Activity Log.
- Members that choose to participate in an RFX will be expected to accept and abide by the award decision.
- Members may withdraw from existing contracts subject to cancellation rights as outlined in agreement and are required to report to KCPG.

Article 8 – Amendment of Constitution

The Constitution may be amended by a majority vote of the Membership. Proposed changes must be sent in writing to members two (2) weeks prior to scheduled meeting.