

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES	DIRECTIVE NO. A26
	ORIGINATOR Algonquin College Foundation	
	APPROVED BY President's Executive Committee	
TITLE College Policy Regarding Conflict of Interest Procurement Protection for College Volunteers and their Companies	EFFECTIVE DATE 2009.06.03	REPLACES New

1. BACKGROUND

Volunteers play an important role in the life of Algonquin College. Volunteers from groups such as the Algonquin College Board of Governors, the Algonquin College Foundation and Algonquin College Foundation Capital Campaign Cabinets will be involved in various positions as volunteers supporting College initiatives in a myriad of ways.

In order to ensure that volunteers are not jeopardized in their ability to compete in procurement processes for goods and services and to respect the integrity of the procurement process and to ensure that volunteers do not receive any real or perceived advantage in the procurement processes a Conflict of Interest Procurement Protection Policy has been developed.

2. POLICY

It is the policy of Algonquin College that individuals and their companies that are in volunteer service to the College will be permitted to participate in the competition for goods and services as potential suppliers in the procurement process.

It is the policy of Algonquin College that individuals and their companies that are in volunteer service to the College will not receive any advantage over other individuals or companies in the procurement process for goods and services.

3. PROCEDURES

Every attempt will be made to ensure that volunteers are not exposed to information or discussions that could give them unfair advantage in a procurement process for goods and services. However, should a volunteer find themselves in a situation where such information or discussions are about to occur or are occurring the volunteer shall declare their conflict of interest or potential conflict of interest so appropriate action can be taken to ensure that the conflict of interest situation does not continue.

The policy statement above is to be communicated to volunteer members of groups such as the Algonquin College Board of Governors, Algonquin College Foundation and Algonquin College Foundation Capital Campaign Cabinets and to all competitors for goods and services as part of the procurement process.

The above-mentioned volunteer members will be required to sign an acknowledgement of the Policy upon confirmation of their appointment. (Appendix 1)

All competitors for goods and services will be required to incorporate an acknowledgement of the Policy in their submissions or responses to procurement processes for goods and services. (Appendix 2)

4. RESPONSIBILITIES

The Board of Governors Office is responsible to ensure that this policy is administered to members of the Board of Governors.

The Foundation Office is responsible to ensure that this policy is administered to members of the Algonquin College Foundation and Algonquin College Foundation Capital Campaign members.

The Director of Finance is responsible to ensure that this policy is administered within the procurement process for goods and services.

The above offices are responsible to ensure that College volunteers in these groups are not placed in a position where they are exposed to information or discussions which could comprise a conflict of interest for the volunteer.

The volunteer is responsible to ensure that they declare the conflict of interest as required by this policy on Appendices 1 and 2 and in situations where they are exposed to information or discussions as described in Section 3 of this policy.

(original signed by)
Joy McKinnon, Vice President
Business Development

Appendix 1

CONFLICT OF INTEREST PROCUREMENT PROTECTION POLICY

ACKNOWLEDGEMENT AND DECLARATION

I hereby acknowledge the content of the attached "College Policy regarding conflict of interest protection for volunteers from groups such as the Algonquin College Board of Governors , Algonquin College Foundation Board and Algonquin College Foundation Capital Campaign Cabinets and their Companies."

Name of Volunteer

Relationship to Algonquin College

Dated this day of , 20__

Appendix 2

CONFLICT OF INTEREST PROCUREMENT PROTECTION POLICY

ACKNOWLEDGEMENT AND DECLARATION

(NAME OF RESPONDENT) hereby acknowledges the content of the attached "College Policy regarding conflict of interest protection for Volunteers and their Companies" (the policy) and declares: (select and complete appropriate response)

that the following Volunteers are affiliated with (NAME OF RESPONDENT) as set out below:

Name of Volunteer

Relationship to Respondent

Name of Volunteer

Relationship to Respondent

Or

None of the Volunteers in the published list are affiliated with (NAME OF RESPONDENT)

Dated this day of , 20__

NAME OF RESPONDENT

Per: _____

Name and position

I have authority to bind the corporation