

# FantaCo Procurement Policy

**Effective Date:** July 1, 2024

## 1. Purpose

This policy outlines the guidelines and procedures for all procurement activities at FantaCo, ensuring transparency, fairness, ethical conduct, and optimal value in all purchasing decisions. Adherence to this policy is mandatory for all employees involved in the procurement process.

## 2. Scope

This policy applies to all departments and employees involved in the acquisition of goods, services, and works for FantaCo, regardless of the funding source.

## 3. Policy Statements

### 3.1 Competitive Bidding

All purchases exceeding \$5,000 (five thousand US dollars) require a minimum of three (3) competitive bids from different suppliers. Exceptions to this rule must be formally documented and approved by the Head of Procurement and a relevant department head.

### 3.2 Vendor Preference

FantaCo prioritizes the use of preferred vendors where available. Preferred vendors are those who have demonstrated consistent performance, competitive pricing, and adherence to FantaCo's quality and delivery standards.

### 3.3 Purchase Order (PO) Requirement

A formal Purchase Order (PO) is mandatory for any procurement activity exceeding \$1,000 (one thousand US dollars). No goods or services should be committed or received without an approved PO in place.

### 3.4 Vendor Performance Evaluation

All vendors will be evaluated annually based on key performance indicators, including but not limited to:

- **Cost:** Competitiveness of pricing and adherence to agreed-upon rates.
- **Quality:** Conformance of goods/services to specified standards and requirements.

- **Delivery:** Timeliness and reliability of delivery.

### 3.5 High-Risk Vendor Requirements

Vendors identified as "high-risk" (e.g., those handling sensitive data, providing critical infrastructure, or operating in high-risk environments) must sign FantaCo's Code of Conduct and complete a comprehensive security questionnaire before any engagement.

### 3.6 Disclosure of Personal Relationships

All procurement staff must promptly disclose any personal relationships (e.g., family, close friendships) with current or prospective suppliers that could be perceived as a conflict of interest. Such disclosures must be made to their direct supervisor and the Head of Procurement.

### 3.7 Acceptance of Gifts

Employees are strictly prohibited from accepting gifts, favors, or entertainment from vendors with a value exceeding \$100 (one hundred US dollars). Any gifts received above this threshold must be returned to the vendor or, if impractical, donated to charity with proper documentation.

## 4. Violations

Any violation of this Procurement Policy may result in disciplinary action, up to and including termination of employment, in accordance with FantaCo's HR policies.

## 5. Policy Review

This policy will be reviewed annually by the Procurement Department and Legal Counsel to ensure its continued relevance and effectiveness.

## 6. Authorization Matrix

Role	Max Approval Limit
Procurement Analyst	\$10,000
Procurement Manager	\$50,000
Department Head	\$250,000
CFO/COO	\$1,000,000+

