

## Procurement Sourcing, Rental and Disposal of Mission Materiel

The Department's policy is to provide materiel of Canadian quality and safety standards. However, regional considerations such as voltage, availability of spare parts, maintenance capability and degree of urgency sometimes makes this impractical.

The life-cycle approach to materiel management incorporates four phases: assessing and planning; acquiring; operating, use and maintenance; and disposal. Materiel may be acquired by purchase or rental, using the competitive process wherever possible. Missions should prepare site-specific guidelines, setting out the conditions and rationale for using verbal quotes, one written quote, three quotes or formal tendering. These guidelines should be reviewed and updated periodically as conditions change. Missions should document and retain for audit purposes the factors which motivated unusual procurement actions, e.g. not following the mission guidelines, not accepting the lowest bid. All bids and price reviews performed to support significant purchases should be documented and retained on file for reference and audit.

### 1. Procurement Sourcing

The *Materiel Management Manual* contains information useful to missions planning procurement: the Materiel Authorization Tables (MATS) and Life Expectancy Tables. The MATS list standard descriptions and, in some cases, the prices of many moveable assets commonly needed at missions. The MATS are acquisition guides; items listed are not entitlements. Life expectancy tables are useful in planning replacement and assessing the current residual value of mission assets.

Various commodity specialists at headquarters provide advice and assistance to missions. Annex B lists commodities, indicates procurement responsibility and identifies the appropriate headquarters unit. The mission or unit responsible for sourcing a commodity has three options in terms of the location for the purchase: local, Canada, or third country. The source recommendations included below are a guide to the responsible mission or unit.

Some missions have above-average security risks which restrict the sourcing choices available to them for some commodities. Before proceeding with any sourcing, consider the following factors: the nature or type of equipment, the proposed location within the mission, the prospective use of the materiel, and the local threat environment. The responsible headquarters commodity specialists, in consultation with technical security advisors when appropriate, are able to provide guidance and should be consulted when security may be an issue. The responsibility for the decision rests with that group.

#### (a) Local

Acquiring goods locally, i.e. normally in the same city where the mission is located, is often fastest, cheapest, and simplest. In addition to concerns about overall cost, care must be taken to ensure that safety standards are met and that goods contracting regulations are followed. For contracts that exceed delegated authority, prior approval must be sought through the responsible headquarters unit.