**SADO Procurement Policy**

**Version:2.1**

**Effective Date: 1 July 2020**

# PURPOSE

This policy reflects fundamental core concepts that all SADO members agree to abide by when procuring goods and services.  These core concepts are as follows:

* Procurement will be undertaken in a transparent and fair manner
* Procurement will be carried using competition to the maximum extent practicable
* Selection of vendors will be done through best value or lowest price methodology
* Selection of vendors and services or goods provided will adequately documented
* Staff who procure goods and services will not have a perceived or actual conflict of interest with the vendors
* SADO members have a zero tolerance of fraudulent procurement practices such as kick-backs, bribes, price collusion and other unethical behaviors
* Procurement will be accomplished in an efficient basis and responsive to donor requirements
* Items and services procured will be allowable, necessary for the work being undertaken and at reasonable cost
* Internal controls will be consistently enforced
* Donor regulations will be respected and procurement activities will be in compliance with these regulations

The policy agreed to herein are minimal standards and procedures that all SADO SADO members must follow.  Summaries of a number of major donor regulations that SADO SADO members have been provided in the Appendices. The CI policy does not preempt donor regulations but represent the minimal standards that must be followed on a consistent basis.

Where the donor regulations are more restrictive, those regulations must be complied with, and this condition will be incorporated in Individual Project Implementation Agreements (IPIA) as appropriate. For donors where no summary of donor regulations has been included in the appendices, the SADO Member Partner will provide this separately to the implementing office.

# SCOPE

This policy applies to all SADO SADO Offices. SADO Member Headquarters are not governed by the specific conditions in this policy. SADO Members will adopt modifications in authorization levels and other requirements as appropriate for Headquarters operations, however, procurement must be compliant with any applicable donor regulations depending on the source of funding.

# POLICY STATEMENT

All procurement of goods, services and consultancies will conform to SADO procurementpolicies and procedures, donor requirements and/or host SADO law as applicable. Employees must adhere to SADO’s standards of conduct that include conflict of interest and governs the performance of employees engaged in the selection, award and administration of procurement activities.

# POLICY DETAILS

1. The procurement policies and procedures are used in conjunction with the appropriate SADO Member Partners’(CMP)donor policies and procedures as identified in the Procurement Policy annexes.
2. The procurement policies, procedures and forms apply to current SADO member automatedsystems and, where indicated,manualoperating environments. Application to specific SADO member systems is included in the Annexes.
3. Changes in procurement policies, procedures, threshold levels or procurement processes that are more restrictive than SADO procurement policies and procedures are allowed with appropriate approval from SADO comprehensive metabolic panel.
4. Changes in procurement policies, procedures, threshold levels or procurement processes that are less restrictive than SADO procurement policies and procedures are allowed with appropriate approval from SADO comprehensive metabolic panel.
5. The following expenditures are covered by other policies and procedures outside of procurement: payroll, reoccurring rent and utilities, utility-related services, sub-awards, legal services, periodicals and subscriptions, individual travel arrangements including hotel accommodations and flights, and items controlled by government pricing.
6. Changes in procurement policies, procedures, threshold levels and/or procurement processes require the completion and approval of a Waiver or Exception Request Form, Appendix A. Waiver Exception Request form are to be submitted to the designated SADO Member Policy Owner, as communicated by each member to their respective offices and staff.Waivers or Exceptions related to procurement funded through a SADO Member Partner (other) comprehensive metabolic panel must have the concurrence of the CMP comprehensive metabolic panel. The SADO Office maintains all Waiver approvals on file. Waivers may not be granted for donor requirements without approval from the specific donor.

# RESPONSIBILITIES

All personnel that have procurement responsibilities must ensure compliance with this policy.

# DEFINITIONS

1. The following definitions apply for goods, services and consultancies:
	1. Goods are defined as tangible items that have a value of $500 or more, or local currency equivalent, and after purchase SADO receives the item and uses the item in its operations.
	2. Services are defined as activities that have a value of $500 or more, or local currency equivalent, that are performed by individuals or companies for SADO.
	3. Consultants are defined as a contractual arrangement between SADO and an individual consultant or company that have a value of $500 or more, or local currency equivalent, in which a set of tasks and outputs are performed over a defined period of time.

**Purchase Requisition(PR) Approval Authority**

The table below contains the thresholds per the expense items unit value or aggregate value (no split purchases):

|  |  |  |  |
| --- | --- | --- | --- |
| **Monetary Thresholds** | **1st level Approver** | **2nd Level Approver** | **3rd Level Approver** |
| Below $100 | Purchase Requisition Not Required Purchase Requisition Not Required | N/A |
| $101 to $500 | N/A |
| $501 to $3,500 | Manager/Budget Holder | Manager/Budget Holder | N/A |
| $3,501 - $25,000 | Acting SADO Head of Organization or equivalent | N/A |
| $25,001 - $150,000 | Acting SADO Head of Organization or equivalent | N/A |
| $150,001 - $500,000 | SADO Head of Organization | N/A |
| $500,001 and above | SADO Head of Organization | Regional Head of Organization |

1. Procedures for automated approval set up are provided in the Appendices/Toolbox.
2. In a manual operating environment, an Authorized Signatory Form, Appendix D, is prepared, approved and maintained by the location for each employee who has the authority to approve procurement transactions. The form may not be altered by the SADO Office.

**Competitive and Non-Competitive Procurement Procedures, Thresholds, Vendor Selection and Award**

The threshold, solicitation method, minimum number of quotations and analysis documentation required for goods, services or consultanciesare:

|  |  |  |  |
| --- | --- | --- | --- |
| **Threshold** | **Solicitation Method** | **Minimum Number of Quotations** | **Analysis Documentation Required For Vendor Selection** |
| Below $100 | Through Petty Cash | None Required | Petty Cash Voucher |
| $101 to $500 | Direct Purchase | Invoice | No PR, PO, GRN or SBA;Price Analysis is required |
| $501 to $3,500 | Direct Purchase | One Quote or Invoice | Automated; Price Analysis is required |
| $3,501 - $25,000 | Quotations Process | Three Written Quotations | Automated; Awarding of Quotes by Procurement  |
| $25,001 - $150,000 | Quotations Process | Three Written Quotations | Summary Bid Analysis with Procurement Committee Approval |
| $150,001 and above | Sealed Quotations Process | Three Sealed Quotations | Sealed Quotation or Competitive Proposals if sealed quotation is not appropriateTracking Sheet and Summary Bid Analysis with Procurement Committee Approval |

1. In instances where individual donor requirement and/or host SADO law are more restrictive, those requirements take precedence over this policy.
2. The procurement committee evaluates, selects, adds, changes information and discontinues procurement vendors and consultants. The number of committee members involved in vendor management must consist of at least 3 staff (1 procurement staff, 1 finance staff, and 1 program staff) that serve for a length of time or as needed.
3. Although price is a factor in the selection of a vendor, consideration must also be given to vendor integrity, reputation, record of past performance, warranty, financial and/or technical resources, and the ability to deliver the proposed procurement on time.

**Solicitation Methods**

* 1. Direct Purchase: For goods, services or consultancies $101 to $500 or local currency equivalent, purchases are made from an approved vendor without obtaining competitive quotes. These purchases do not go through the procurement process and a PR, PO or GRN is not required.
	2. Direct Purchase: For goods, services or consultancies $501 to $3,500 or local currency equivalent, purchases are made from an approved vendor without obtaining competitive quotes. The procurement process is required and automated system entry.To use the same quotation for subsequent purchases, a period of validity must be on the quotation from vendor.
	3. Quotations Process: For goods, services or consultancies $3,501 to $150,000 or local currency equivalent, purchases are made through a competitive quotation process. The minimum number of vendors requested for quotations is 3. In instances where only 2 vendors are available to provide quotations, procurement staff must document the reason for only soliciting 2 quotes. In instances where only 1 vendor is available, a Non-Competitive Procurement Justification Form, Appendix H must be approved by the SADO Head of Organization. The form must not be altered by the SADO Office. Requests for quotations from potential vendors must be in writing (via letter, fax or email). To use the same quotation for subsequent purchases, a period of validity must be on the quotation from vendor.
		1. For procurement $3,501 to $25,000, procurement personnel must analyze the quotations and enter the information into the automated system (manual locations require a Summary of Bid Analysis, Appendix H) based on one of the following criteria:
			1. Lowest Quotation: If 3 quotations have been requested and at least 2 quotations are received, this meets the minimum requirement for competition. If the lowest priced quotation is selected, this is sufficient justification to award the purchase order to the vendor.
			2. Non-Selection of Lowest Quotation: If 3 quotations have been requested and at least 2 quotations are received, this meets the minimum requirement for competition. If the lower priced quotation is not selected, then the basis of the vendor selection must be justified. Reasons could include the vendor’s ability to perform successfully under the terms and conditions of a proposed procurement, product quality, speed of delivery, credit terms, or other defined criteria.
			3. Insufficient Quotations: If 3 quotations have been requested and only one quotation is received, then competition is inadequate and a Non-Competitive Procurement Justification Form (Appendix H) must be approved by the SADO Head of Organization.
		2. For procurement $25,001 to $150,000, the procurement committee must analyze the quotations as above, justify the vendor selection and approve the Summary Bid Analysis, (Appendix J). The selection must be entered into system if an automated system is used.
	4. Sealed Quotations: For goods, services or consultancies $150,001 and above, or local currency equivalent, purchases canbe made through a competitive or sealed quotation process. Procurement personnel must solicit sealed quotations from potential vendors or consultants by the following process:
		1. Procurement personnel must publicly solicit through formal advertising and solicit from approved vendors in writing based upon specified criteria (with price being a factor), terms and conditions. The formal advertisement and letter must contain the specifications and pertinent information to include but not limited to:
			1. Specifications of the goods, services or consultancies
			2. Tender number
			3. Delivery Schedule
			4. Deadline for quotation submission
			5. Payment Schedule
		2. Procurement personnel must prepare the procurement section of the Sealed Quotation Tracking Sheet (Appendix K). The form must not be altered by the SADO Office.
		3. By the quotation closing date, vendors must submit their quotation to non-procurement personnel in a sealed envelope with the tender number on the envelope. Quotations must be placed in a locked tender box. The date of receipt must be indicated in the receipt section of the Sealed Quotation Tracking Sheet. The key to the tender box must be maintained by a senior administrative staff not involved in the procurement process.
		4. After the quotation closing date and time, procurement staff must schedule a time for the sealed quotation opening. Procurement committee members must be present at the opening and the tender box is opened. Following the opening of the quotations, the procurement committee members present must sign and date each envelope and the individual quotations in the presence of each other.
		5. Procurement personnel must prepare the Summary Bid Analysis, Sections I and II. The procurement committee members must agree on a recommendation and approve. The form must not be altered by the SADO Office.
		6. If a vendor has been requested to quote and a quotation is not received, the name of the vendor must be included on the Summary Bid Analysis and procurement personnel must write “No Quotation Received” on the SBA.
		7. In some instances quotations are received after the closing deadline. If the late quotation is received prior to the opening of the sealed quotations, the late quotation might be accepted based on the written approval of the Head of Organization. However, no quotation will be accepted following the opening of the sealed quotations.
		8. A firm fixed price purchase order will be made in writing to the lowest responsive and responsible bidder.
	5. Procurement by competitive proposals. For goods, services or consultancies $150,001 and above, or local currency equivalent, purchases and when conditions are not appropriate for sealed bid, the competitive proposal process can be undertaken. The competitive process is conducted with more than one source submitting an offer, and a fixed price purchase order is awarded. If this method is used, the following requirements apply:
		1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
		2. Proposals must be solicited from an adequate number of qualified sources;
		3. technical evaluations of the proposals must be evaluated according to written criteria and selection documented;
		4. purchase order must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered;
		5. For qualifications-based procurement of **architectural/engineering (A/E) professional services** whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation, price does not need to be used as a selection factor.
	6. Non-Competitive Procurement: Procurement by non-competitive procedures is through a solicitation of only one vendor. Non-competition must meet one or more of the following criteria listed below. This is documented through a Non-Competitive Procurement Justification Form approved by the SADO Head of Organization. The form must not be altered by the SADO Office.
		1. The item or service is available from a single source.
		2. A public emergency requirement outside of SADO’s control for the procurement of goods, services or consultancy will not allow the delay that could result from requesting competitive solicitations.
		3. The donor authorized representative expressly authorizes non-competitive procurement in response to a request from SADO
		4. Competition is deemed inadequate after the solicitation of quotations from a number of possible vendor sources.

**Procurement Procedures**

1. Purchase Requisition or Request (PR): The procurement of goods, services or consultancies must be requested through the following authorized Purchase Requisition forms:

* The automated functionality of the CO’s financial management system or,
* A manual form in the absence of a financial management system; see Appendix L: Purchase Request Form, for an example.

The manual form may be altered to meet local requirements.

1. Summary of Bid Analysis (SBA): The analysis of open and sealed quotations for certain thresholds must be documented as below:
* For automated environments, Procurement enters the quotations and the selected vendor in the system. The approval control point occurs when the purchase order for the selected quote is approved.
* For manual locations, the analysis process for purchases $3,501 to $25,000 requires a manually approved SBA.
* For both automated and manual locations, the analysis process for purchases $25,001 and above requires an approved SBA.

The SBA form must not be altered by the SADO Office except to add more lines for vendors or items.

1. Non-Competitive Procurement: Procurement of goods, services or consultancy through non-competitive procedures must be documented with an approved Non-Competitive Procurement Justification Form. The form must not be altered by the SADO Office.
2. Required Vendors: A required vendor is a vendor/consultant/supplier that has been selected through a documented competitive bid procurement process with three written quotations and approved by the Procurement Committee. A required vendor provides pre-negotiated goods, services or consultancies for up to $10,000 per transaction. This method must not be used to break down a main transaction into multiple transactions that if total would surpass the seal-bidding threshold of up to $150,000 per funding source. Required Vendors must be reevaluated yearly or more frequently if necessary and rebidding must occur. To keep the status of required, the vendors must honor the negotiated fixed terms, price and items agreed in a master contract/framework agreement. SADO Offices may transact with required vendor with only1 quote during the period of required vendor validity.
3. Purchase Order: Procurement of goods, services or consultancies must be through a Purchase Order with attached terms and conditions with appropriate terms and conditions. Please see Appendix M for the template. The form may be altered to meet local requirements through the waiver process.
4. Purchase Order Terms and Conditions: Terms and Conditions must be included on all POs to meet local requirements and must contain the following mandatory clauses:
* Conduct Language
* Termination Language
* Applicable donor regulations

The mandatory clauses are highlighted in the Terms and Conditions (Appendix N) and must not be altered by the SADO Office.

1. Consultant Agreement: A Consultant Agreement(Appendix O) must be used to document an agreement between SADO and an individual consultant or company in which specific tasks are contracted to be performed. A consultant or consultant company performs a particular set of tasks and provide outputs over a defined period of time; usually a relatively short duration. The form must not be altered by the SADO Office.
2. General Receipt Note (GRN): Receipt of goods, services, and consultancies must be accompanied by a General Receipt Note. Please see Appendix P for the template. The form may be altered to meet local requirements.
3. Export Control Requirements: Legal and/or donor requirements may restrict the import of materials into certain countries (e.g., Sudan, Syria, Cuba, Iran, and North Korea, as may be updated time to time).In that case, the donor regulations must be consulted and followed prior to purchase.

**Required Documentation**

1. Purchase Request (PR) Approval: Each automated requisition or manual PR must be approved by the appropriate procurement authority level.
	1. If a manual location requires an automated location to procure on their behalf, the manual location must obtain approval of the PR and must transmit a hard copy, fax or scan of the PR to procurement personnel in the automated location.
2. Summary Bid Analysis Approval: Each automated analysis process or manual SBA must be approved by the appropriate procurement authority level as follows:
	1. For procurement analysis $3,501 to $25,000, a procurement person must enter the quotations and the selected vendor in the system. The approval control point for the automated analysis occurs when the automated PO is approved.
	2. For procurement analysis in a manual environment $3,501 to $25,000, a procurement person must analyze the quotations, completes Section I and II of the SBA and must approve. The approval control point for the manual SBA occurs when the manual PO is approved.
	3. For procurement analysis in an automated or manual environment $25,001 to $150,000, the procurement committee must analyze the quotations, justify the vendor selection and approve the SBA.
	4. For procurement analysis in an automated or manual environment $150,001 and above, the sealed quotation process must be followed and the procurement committee must analyze the quotations, justify the vendor selection and approve the SBA.
3. Non-Competitive Procurement Justification Approval: Each Non-Competitive Procurement Justification Form must be approved by the SADO Head of Organization with explanation or justification.
4. Purchase Order Approvals: Each automated PO and manual PO must be approved as follows:
	1. For a purchase above $100 to $500 a PO is not required.
	2. For a purchase $501 to$3,500only a SADO signature is required on the PO.
	3. For a purchase above $3,501a SADO signature and vendor signature is required.
	4. For regional or SADO vendors where it is difficult to obtain the vendor’s signature, a fax or scanned copy of the PO, inclusive of the Terms and Conditions, must be sent to the vendor for signature. The vendor signs the fax or scanned copy and must return it by fax or scanned attachment. This copy must be attached to the original PO as confirmation of vendor signature.

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| --- | --- | --- | --- |
| **Monetary Thresholds** | **1st level Approver** | **2nd Level Approver** | **3rd Level Approver** |
| Below $100 | Purchase Order Not Required Purchase Order Not Required | N/A |
| $101 to $500 | N/A |
| $501 to $3,500 | Procurement Manager or equivalent | Procurement Manager or equivalent | N/A |
| $3,501 - $25,000 | Acting SADO Head of Organization or equivalent | N/A |
| $25,001 - $150,000 | Acting SADO Head of Organization or equivalent | N/A |
| $150,001 - $500,000 | SADO Head of Organization | N/A |
| $500,001 and above | SADO Head of Organization | Regional Head of Organization |

1. General Receipt Note (Appendix P): Delivery of goods, services or consultancy output must be received by non-procurement personnel.
	1. For the receipt of services and consultant outputs, the Certification of Completion section of the GRN must be completed.
	2. For the receipt of goods, if a detailed packing list or invoice is provided at the time of delivery that information must be verified and attached to the GRN without transcribing all details to the GRN.
2. All procurement related documents must be retained as part of financial documentation for a specific period of time in accordance with local law, donor regulations and SADO’s records and destruction policies, whichever is longer.

**Emergency Procurement**

After the Crisis Coordination Group (CCG) declares an emergency for an affected area, the waiver of procurement policies and procedures may occur for a period of time as the funding source allows but considering the following: The initial emergency period is not to exceed 90 days. If an extension is required, approval can be requested for subsequent 90 days periods with a waiver submission to the CMP.

The SADO Head of Organization or, in the case of non-presence countries, the Emergency Team Leader or the Regional Head of Organization have the authority to change some procurement policies and procedures during the emergency period provided changes are compliant with donor regulations and waivers from the donors are obtained and documented, as applicable.

For the emergency period and location, the SADO Head of Organization, Emergency Team Leader or Regional Head of Organization may approve one or more of the following:

* + Increases in Purchase Requisition and Purchase Order approval thresholdsas follows:

|  |  |  |
| --- | --- | --- |
| **Document** | **Threshold** | **Authority** |
| Approval of Purchase Requisitions | Below $100$101 to $500 | No PR required (Petty Cash)No PR required  |
|   | $501 to $100,001 | Manager/Budget Holder  |
|   | $100,001 and above | SADO Head of Organization or Acting SADO Head of Organization |
|   |   |   |
| Approval of Purchase Orders | Below $100$101 to $500 | No PO required (Petty Cash)No PO Required |
|   | $501 to $5,000  | Procurement Manager or equivalent |
|   | $5,001and above | SADO Head of Organization or Acting SADO Head of Organization |
|   |  |  |

* Inclusion of additional personnel to approve Purchase Requisitions or Purchase Orders.
* Non-Competitive Procurement Justification Form as per the non-competitive procurement criteria:
	+ - The item or service is available from a single source.
		- An emergency requirement for the procurement of goods, services or consultancy will not allow the delay that could result from requesting competitive solicitations.
		- The donor expressly authorizes non-competitive procurement in response to a request from SADO
		- Competition is deemed inadequate after the solicitation of quotations from a number of possible vendor sources.
* Decrease the number of required committee members from 3 to 2 for approving new vendors, but not for approving Summary Bid Analysis.
* Changes to procurement bidding thresholds provided changes are compliant with donor regulations and waiver is approved by the Policy Owner with concurrence of funding CMP as in the section Policy Details on Section 4, paragraph6. For instance, upon proper Policy Owner approval and CMP concurrence, one quote may be used up to 10,000 Euros for ECHO funding. For additional details, see appendix Q – ECHO. NOTE: HEAD OF ORGANIZATION approval alone is not sufficient for these cases.

If an increase in a Purchase Requisition and/or Purchase Order threshold has occurred and/or if additional, personnel are included to approve Purchase Requisitions or Purchase Orders, then:

* 1. The new user and/or approver must be set up in the system following the procedures for automated user and approval set up.
	2. In manual environment, only the Authorized Signatory Form must be prepared and maintained for each employee who has the authority to approve procurement transactions.

**Approved Vendor Management**

1. The procurement committee evaluates procurement vendors and consultants, based on the minimum 4 criteria:
* The vendor has the necessary goods and services.
* The vendor has acceptable credit and/or payment terms.
* The vendor is cleared by the anti-terror list screening check (for example, Bridger XG) through the vendor set-up process.
* The vendor has cost and prices that are reasonable and competitive.

Additional criteria may also be used, depending on the type of purchase or specific need.

1. To document procurement vendor and consultant selection, the Vendor/Payee Set-Up and Change Form, Appendix E, must be approved by a minimum of 3 members of the procurement committee. The vendor or consultant information must be entered into the SADO Member financial system by SADO Office personnel. The form cannot be altered by the SADO Office.
2. It is SADO’s policy that any SADO Member will not provide support of any kind to a person or entity that it knows or has reason to know advocates terrorism or engages in terrorist activities. Prior to procurement, all vendors must be checked in the appropriate anti-terrorism and money laundering database and the review must be document edtoensure compliance with policy.
3. In instances where the CO will no longer transact with a procurement vendor or consultant, which may be due to a variety of reasons, e.g. the goods or services are no longer required, the vendor is out of business, poor service or quality has been provided, etc., the procurement committee must approve the discontinuation of the vendor or consultant. The steps to discontinue a vendor or consultant are:
	1. A recommendation for the discontinuation of a procurement vendor or consultant must be received by the procurement committee in writing. The procurement committee must evaluate the recommendation, and must summarize a conclusion in writing. Each member of the committee involved in the decision must sign the document.
	2. If the procurement committee’s decision is to discontinue the use of the vendor or consultant, a Vendor/Payee Set-Up and Change Form must be prepared and approved by the procurement committee. The summarized evaluation must be attached. Then, the vendor or consultant is inactivated as a vendor in SADO Member financial system.
4. Changes to vendor information details in the Vendor/Payee Set-Up and Change Form e.g. change of address, credit or delivery terms, form of payment, etc. require written justification. A Vendor/Payee Set-Up and Change Form must be prepared and approved by the procurement committee. The written justification must be attached to the Vendor/Payee Set-Up and Change Form.
5. A review of each procurement vendor and consultant performance must be completed by July of each year. The steps for the review are:
	1. The procurement committee must review the approved vendor report and analyze the procurement vendors and consultants to verify they have the necessary goods and services and have acceptable credit and/or payment terms. A memo summarizing the vendors or consultants performance review must be completed.
	2. If the procurement committee’s decision is to discontinue transacting with the vendor or consultant, a memo summarizing the discontinued vendors or consultants must be completed. A Vendor/Payee Set-Up and Change Form for each vendor or consultant to be discontinued must be prepared and approved by the committee with the summary attached. The vendor or consultant is inactivated as a vendor in the SADO member automated system by changing the status from “Approved” to “Inactive”.
6. In a manual operating environment, a Vendor/Payee Set-Up and Change Form must be completed and sent to the head office or, alternatively, the manual location can call the head office and provide the information verbally. In the call-in scenario, the head office must complete the Vendor/Payee Set-up and Change Form on behalf of the manual location and must obtain appropriate approvals. The
7. Procurement vendor or consultant will then be added as a vendor to the automated system. Note that a manual location cannot transact with a new vendor until the automated vendor set-up at the head office is complete. This is documented by the assignment of a Vendor ID.

# REFERENCES AND ASSOCIATED POLICIES

The following list is the appendices that are addressed in this policy. This policy supersedes all SADO Office procurement policies for all SADO members.

**Procurement Approval Authority**

* Waiver request, Appendix A
* User Access Set-Up Form, Appendix B
* CUSA CO PID Workflow Setup Form, Appendix C
* Authorized Signatory Form, Appendix D
* Anti-Terrorism Policy

**Competitive and Non-Competitive Procurement Procedures, Thresholds, Vendor Selection and Award**

* Vendor/Payee Set-up and Change Form, Appendix E
* Non-Competitive Procurement Justification Form, Appendix H
* Summary Bid Analysis, Appendix J
* Sealed Bid Tracking Sheet, Appendix K

**Procurement Procedures and Documentation**

* Purchase Request, Appendix L
* Summary Bid Analysis, Appendix J
* Non-Competitive Procurement Justification Form, Appendix H
* Purchase Order, Appendix M
* Terms and Conditions, Appendix N
* Consultant Agreement, Appendix O
* General Receipt Note, Appendix P
* Donor Compliance References, Appendix Q

**Emergency Procurement**

* Waiver Exception Request Form, Appendix A
* User Access Set-Up Form, Appendix B
* CUSA CO PID Workflow, Appendix C
* Authorized Signatory Form, Appendix D
* Non-Competitive Procurement Justification Form, Appendix H

# DEFINITIONS

**Procurement Approval Authority**

PR: Purchase Requisition

PO: Purchase Order

ASF: Authorized Signatory Form

PID: Project Identification

**Competitive and Non-Competitive Procurement Procedures, Thresholds, Vendor Selection and Award**

SBA: Summary Bid Analysis

GRN: General Receipt Note

**Emergency Procurement**

CCG: Crisis Coordination Group