THE PROFESSIONAL ASSOCIATION OF FOREIGN SERVICE OFFICERS
L'ASSOCIATION PROFESSIONNELLE DES AGENTS DU SERVICE EXTÉRIEUR

Contracting Policy

Professional Association of Foreign Service Officers (PAFSO)

Purpose

This policy establishes the principles and procedures governing the procurement of goods and services by the Professional Association of Foreign Service Officers (PAFSO) to ensure fairness, transparency, value for money, and sound financial stewardship.

All individuals involved in procurement activities on behalf of PAFSO shall comply with this policy and act in the best interests of the organization at all times.

Authority to contract

The President, Vice-President, Treasurer, and Executive Director have signing authority and may enter into contracts and otherwise bind PAFSO.

Contracting principles

PAFSO will procure goods and services in a manner that is competitive, transparent, and consistent with the organization's operational requirements.

For significant expenditures, PAFSO will, where practical and appropriate, seek competition through:

- a request for proposals (RFP), request for quotations (RFQ), or similar competitive process; or
- solicitation of multiple quotations from qualified suppliers.

Selection of service providers will be based on factors including qualifications, experience, value, cost, and the ability to meet PAFSO's requirements.

PAFSO may enter into a sole-source contract where circumstances reasonably justify doing so, including where:

- specialized expertise or unique qualifications are required;
- only one supplier is capable of providing the required goods or services;
- time-sensitive operational requirements make a competitive process impractical; or
- a competitive process would not provide additional value.

All sole-source procurements must be supported by a written justification describing the rationale for the non-competitive approach.

PAFSO will not reimburse or otherwise pay vendors, consultants, or other parties for the preparation, submission, or presentation of proposals, bids, quotations, or expressions of interest.

Review and approval

All procurement recommendations, including those resulting from competitive processes and sole-source proposals, must be reviewed and approved by the Finance Committee before a contract is awarded or executed.

The Finance Committee may request additional information, seek clarification from proponents, or direct that a competitive process be undertaken where appropriate.

Contract administration and payment

The PAFSO office is responsible for administering contracts and processing payments in accordance with approved contracts and established financial procedures.

All payments shall be supported by appropriate documentation and shall be made in accordance with:

- PAFSO financial policies and procedures;
- applicable contractual terms; and
- generally accepted accounting principles.