

PROCEDURE



PROCEDURE NAME	Purchasing	PROCEDURE #	PRO-FO-FI-006
APPLIES TO / SCOPE	All ChildFund International (Country Offices (CO), COs with Fundraising Offices, and International Office (IO))	PROCEDURE OWNER	Treasurer
SUPERSEDES	Purchasing Procedure Version July 1, 2019	CREATION DATE	February 15, 2012
APPROVAL	Chief Financial and Administrative Officer (CFAO)	EFFECTIVE DATE	Effective when eProcurement is implemented in your office.
NEXT REVIEW DATE	December 5, 2022	RELATED PROCEDURES	Accounts Payable Management; Background Vetting for Terrorism, Debarment, and Suspension; Business Meals, Entertainment and Other Social Events; Cash Disbursements; Child Safeguarding; Conflict of Interest; Corporate Credit Card; Corporate Travel; Emergency Response; Fixed Asset Accounting; Grant Acquisition and Management; Leases; Prepaid Expenses; Property, Automobile and Liability Insurance; Records Management.

1. PURPOSE

The purpose of these procedures is to ensure the efficient purchasing of reasonable quality materials, supplies, and services at reasonable prices by authorized individuals.

2. POLICY

The purchasing policy establishes minimum standards for procurement to ensure honesty, integrity, fairness, transparency, accountability, value for money, efficiency, regard for the environment, and compliance with related corporate policies and procedures, donor requirements, and applicable laws and regulations. See Purchasing Policy POL-FO-006.

3. DEFINITIONS

- 3.1 Authorized Approver - A member of ChildFund management who is associated with the budget being used to make the purchase within their authorized approval limits (see Authorized Approval Levels 5.5.8).
- 3.2 Authorized Purchasers- One or more persons from each IO department or CO given express authority by their job description or designated by their respective budget owner, Regional Director, Country Director, or Global Operations Management Team member to transact with vendors based on approved Purchase Requisitions and enter into purchasing commitments after proper approval from Authorized Approvers.

- 3.3 IO Budget Owner - IO management who has responsibility for the budget of the department or unit to be charged for the purchase.
 - 3.4 Contract - An agreement or understanding that obligates both parties to perform, including legally binding memorandums of understanding, letters of intent, amendments or modifications to existing Contracts, and other similar documents.
 - 3.5 Department - Major IO organizational component, e.g. Global Human Resources.
 - 3.6 IT critical system - System or application that is essential for ChildFund's operation, including vendors who handle, process and have access to sensitive data as part of the critical systems.
 - 3.7 Purchase Order (PO) - A document, email, or online order process authorizing a supplier to furnish the described goods and/or services at an indicated price, time and location. Other terms and specifications may be included. Upon acceptance by the vendor or supplier a PO is a commitment by ChildFund to purchase goods and services and to effect payment according to specified terms. See sample on SharePoint on the ChildFund Policies and Procedures page under Forms.
 - 3.8 Purchase Requisition (PR) - A document that identifies the intent to purchase a specific good or service and which must be approved by an Authorized Approver with the appropriate level of authority prior to initiating a purchase with the vendor. See sample on SharePoint on the ChildFund Policies and Procedures page under Forms.
 - 3.9 Qualified vendor - Vendor with a combination of demonstrated skills, capacity, quality of goods or services, past performance history with ChildFund, and competitive pricing and delivery capacity that qualifies vendor for consideration to do work for ChildFund.
 - 3.10 Request for Proposal (RFP) - Formal solicitation document used to request bids for goods or services requiring detailed requirements information and performance specifications. See RFP/RFQ Sample Content on SharePoint on the ChildFund Policies and Procedures page under Forms.
 - 3.11 Request for Quote (RFQ) - Formal solicitation document used to request bids for goods or services that is less detailed than an RFP and is typically used for goods and services that are standardized and typically commercially available. See RFP/RFQ Sample Content on SharePoint on the ChildFund Policies and Procedures page under Forms.
 - 3.12 Requisitioner - An employee of ChildFund who has identified a business need for goods or services and made a formal request of their management to initiate a purchase transaction.
 - 3.13 Sole source - any contract entered into or other purchase made without a competitive process, based on a justification that only one known **source** exists or that only one single supplier can fulfill the requirements.
 - 3.14 Unit - Major organizational component, e.g. CO, Treasury.
4. RESPONSIBILITIES
- 4.1 All employees procuring on behalf of ChildFund must follow the Purchasing Policy and Procedure and all related ChildFund policies and procedures.
 - 4.2 Each IO department and CO must ensure that procurement conducted in a particular jurisdiction conforms to the regulatory framework of that jurisdiction.
 - 4.3 Except as provided under specific exceptions required under applicable local laws, all information ChildFund International gathers from its vendors is confidential business information of ChildFund International and must be treated as such. It is a violation to use the information for any purpose other than the purpose for which the information was gathered.

5. PURCHASING PROCEDURES

5.1 Applicability of These Procedures

- 5.1.1 These Procedures apply to all purchases and purchasing-related financial commitments on behalf of ChildFund International, including those for consultant services (except all employment contracts, which must follow procedures developed by Global Human Resources), other services, and goods regardless of the method of payment (including credit cards).
- 5.1.2 These procedures set minimum purchasing standards and apply to all ChildFund International purchasing and financial commitments.

5.2 Segregation of Duties

- 5.2.1 Adequate segregation of certain key duties reduces the likelihood that errors (intentional or unintentional) will remain undetected by providing for separate processing by different individuals at various stages of a transaction and for independent reviews of the work performed. The basic principle underlying segregation of duties is that no employee or group should be in a position both to perpetrate and to conceal errors or fraud in the normal course of their duties.
- 5.2.2 Adequate segregation of duties in the procurement-to-payment cycle requires that the requisitioning, ordering (purchasing), receiving, paying, and general accounting activities be appropriately segregated.
- 5.2.3 If resources do not allow proper segregation of duties, mitigating controls should be put in place and fully documented.

5.3 Requisitioning

5.3.1 Responsibilities of Requisitioners

- 5.3.1.1. A Requisitioner identifies a business need for goods or services in the department or unit to which they report.
- 5.3.1.2. The Requisitioner must provide the specific requirements for the goods or services that meet this business need, including the information necessary to allow the Approved Purchaser to choose the product, vendor, pricing, delivery, and other terms from qualified vendors.
- 5.3.1.3. The Requisitioner must sign the PR and confirm it is complete and correct.
- 5.3.1.4. The Requisitioner must ensure that the Authorized Approver has approved the purchase before requesting an Authorized Purchaser to begin the purchasing process.

5.3.2 Responsibilities of Authorized Approvers

- 5.3.2.1. An Authorized Approver must verify that there is a need for the good or service.
- 5.3.2.2. An Authorized Approver must verify that there are enough funds remaining in the relevant budget to purchase the goods or services requested.
- 5.3.2.3. An Authorized Approver must determine whether a PR that requests a specific brand, product, or vendor is a reasonable restriction consistent with the requirements of this Procedure.

5.4 Purchase Requisition (PR)

5.4.1 A PR is always required unless:

- 5.4.1.1. the purchase is for goods or services costing less than or equal to USD 500, or

- 5.4.1.2. in the IO, the purchase costs less than or equal to USD 2,500, and an IO budget owner approves via email the need for the purchase in advance of making a commitment to purchase.
- 5.4.2 The Requisitioner may use a PR form or other document including email reflecting approval of the Authorized Approver and containing all other information requested on the PR forms posted on ChildFund's policies and procedures SharePoint site.
- 5.4.3 Information to be provided by the Requisitioner includes the details of the goods or services needed, the estimated costs, Requisitioner information, and potential vendor options if the Requisitioner is requesting a specific vendor.
- 5.4.4 Approval by the Authorized Approver must be provided by a signature on the PR or by email authorization attaching an electronic copy of the form or by including equivalent information in the body of the email.
- 5.4.5 The PR must be provided to the Authorized Purchaser.
- 5.5 Purchasing Procedures
 - 5.5.1 Purchases for goods and services costing less than or equal to USD 500, or, in the IO, costing less than or equal to USD 2,500, can be made by any requisitioner when approved by an Authorized Approver in advance of making a commitment to purchase.
 - 5.5.2 Each IO department and CO must select one or more individuals authorized to initiate a commitment to purchase goods and services exceeding USD 500 in a CO or USD 2,500 in the IO.
 - 5.5.3 Responsibilities of Authorized Purchasers
 - 5.5.3.1. Authorized Purchasers issue related purchase orders or otherwise procure such goods and services only in adherence to all applicable policies and procedures.
 - 5.5.3.2. All purchases should be made from qualified vendors who can perform to the terms of the PO, contract, or other agreement.
 - 5.5.3.3. Authorized Purchasers and Authorized Approvers must adhere to the following:
 - 5.5.3.3.1 Follow applicable Purchasing Procedures to negotiate with and select the vendor. Especially critical are the requirements detailed in the Competitive Sourcing and Sole Sourcing sections.
 - 5.5.3.3.2 Ensure that the required information and approval(s) are obtained prior to committing to a purchase. The appropriate level Authorized Approver must approve the purchase before an order is placed with the selected vendor and the next level Authorized Approver must approve a sole-source purchase. See Sole Sourcing Section 5.5.5.
 - 5.5.3.3.3 Conduct terrorist vetting on any vendor from whom ChildFund knows or estimates to make purchases of USD 25,000 or more annually prior to a purchase commitment. See Background Vetting for Terrorism, Debarment, and Suspension Policy.
 - 5.5.3.3.4 Ensure that purchases are not split to avoid bid process thresholds or approval requirements. However, when initiating the purchase, consideration should be given to consolidating or breaking out purchases to obtain the best value for money.
 - 5.5.3.3.5 Where a supplier or service provider has or is expected to have contact with children or access to child data, Authorized Purchasers and Authorized Approvers must ensure that processes for contracting and supplying goods and services are designed, implemented and reviewed in line with child safeguarding requirements and principles. Authorized Purchasers and other

employees who sign contracts or otherwise make purchases on behalf of ChildFund with such vendors and service providers must read the definition of Business Partner and section(s) regarding procurement from Business Partners in the Child Safeguarding Procedures GHR-PRO-080 and comply with the Child Safeguarding Procedures prior to making a financial commitment or signing a contract.

5.5.3.4. Authorized Purchasers in a CO purchasing vehicles totaling USD 2,500 or more are required to obtain an independent quote from the Treasurer in IO as part of the competitive sourcing requirements stated in 5.5.4 below before committing to purchase, and the following also applies.

5.5.3.4.1 Any requests from a CO made to the Treasurer to purchase a vehicle on behalf of their office must include a completed PR and copies of local price quotes where possible.

5.5.3.4.2 The IO Treasurer should obtain price quotes or other reliable, documented evidence of available prices from at least one non-local vendor before arranging a purchase at the request of the CO and provide or this documentation to the CO to support the choice of a vendor.

5.5.4 Competitive Sourcing

5.5.4.1. The number of required quotes and the required use of an RFP or RFQ process are stated below. The levels below refer to total purchase price including taxes, delivery charges, and estimated extensions and contract modifications.

For purchasing in:	COs	IO
Minimum number of quotes required (Below these limits a reasonable total cost is acceptable.)	2 for purchases totaling USD 2,500 and more and less than USD 10,000. 3 for purchases totaling USD 10,000 and more.	3 for purchases totaling USD 10,000 and more.
RFP or RFQ required, whichever is most appropriate	Single purchase at USD 10,000 and more Total annual expected purchases from a single vendor at USD 10,000 and more	Single purchase at USD 50,000 and more Total annual expected purchases from a single vendor at USD 50,000 and more

5.5.4.2. Authorized Purchasers must receive written price quotes (in paper, email, or facsimile form, or where these are not possible or practical, a website screen capture including the URL) from qualified vendors and evaluate vendors based on the purchasing criteria and good business practices.

5.5.4.3. Limited (non-publicized) invitations to qualified vendors are acceptable in most circumstances in the RFP or RFQ process. All submissions by qualified vendors that meet the RFP or RFQ requirements must be considered in the vendor selection process.

5.5.4.4. After a competitive price has been determined among bids meeting the minimum specifications, the Authorized Purchaser will select the vendor; document the reasons for award of the business including, if applicable, the reason why it was not awarded to the lowest bidder; and sign and date a simple bid analysis.

- 5.5.4.5. Competitive bidding on recurring purchase items is not required more than once per consecutive twelve-month period.
- 5.5.4.6. The department or CO purchasing the goods or services will maintain records sufficient to detail the history of procurement. An electronic or paper file must be kept in accordance with local laws and donor requirements and should contain all relevant documents such as the contract, the bids submitted, and a simple bid analysis.
- 5.5.4.7. Long-term vendor relationships must be reviewed every three to five years and, if appropriate, opened for bid to meet current needs and maintain competitive pricing.
- 5.5.5 Sole Sourcing
 - 5.5.5.1. Where the total purchase price is USD 10,000 or more in the IO and USD 2,500 or more in a CO (and see 5.5.5.2 below for an additional requirement for purchases of USD 50,000 or more), approval of a sole-source purchase prior to a commitment to purchase is required by an Authorized Approver and the next level Authorized Approver based on approval limits in 5.5.8 and is allowed only when at least one of the following applies:
 - 5.5.5.1.1 The item or service is available only from a single source.
 - 5.5.5.1.2 Public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
 - 5.5.5.1.3 If the source of funding is a US government agency or other donor with specific purchasing restrictions, the agency or entity awarding the funds used to make the purchase expressly authorizes noncompetitive proposals in response to a written request by ChildFund.
 - 5.5.5.1.4 After solicitation of several sources, competition is determined inadequate.
 - 5.5.5.2. If the purchase equals or exceeds USD 50,000, the CFAO or CEO must provide additional approval in advance of any commitment to purchase.
 - 5.5.5.3. The selection process must be supported by one or more documents that clearly explain the reasons why a competitive award was not used, the efforts made to obtain quotes, and the basis on which the vendor was selected. This electronic or paper documentation must be submitted to all required Authorized Approvers as part of the PO approval process.
 - 5.5.5.4. The PO or contract and the documentation required above must be submitted to the next level Authorized Approver for additional approval prior to signing a contract or otherwise committing to a purchase.
 - 5.5.5.5. Employees reporting to a CO must ensure that the Country Director also approves sole source purchases up to her/his approval level.
- 5.5.6 Purchase Order (PO)
 - 5.5.6.1. Unless a fully executed contract is in effect, a PO, pursuant to the completed and approved PR, must be prepared before making a commitment to purchase goods and services exceeding the following levels:
 - 5.5.6.1.1 Purchases of goods and services over USD 500 by a CO.
 - 5.5.6.1.2 Purchases of goods and services over USD 2,500 by an IO department.
 - 5.5.6.2. The Authorized Purchaser must sign the purchase order and confirm the PO is complete and correct and consistent with the PR.
 - 5.5.6.3. The Authorized Approver must approve the PO.

- 5.5.6.4. All POs must include the PO Terms and Conditions.
- 5.5.6.5. Copies of signed POs must be distributed (electronically where practical) in an appropriate and timely manner to the:
 - 5.5.6.5.1 Vendor (if the vendor accepts receipt of one).
 - 5.5.6.5.2 IO or CO Accounts Payable unit.
 - 5.5.6.5.3 Receiving Department to be used to verify and check goods received for correct item, quality, and quantity. The Receiving Department can be in an office separate from the office that initiates the purchase order. For example, when IO issues a purchase order at the request of a CO a copy of the PO must be sent to the office that will be receiving delivery of the product.
- 5.5.7 Contracts
 - 5.5.7.1. Contracts must be based on an approved PR and, where applicable, the associated RFP or RFQ.
 - 5.5.7.2. Contracts must be signed by an Authorized Approver.
 - 5.5.7.3. Purchases requiring a contract include at least the following:
 - 5.5.7.3.1 Purchases made using an RFP.
 - 5.5.7.3.2 Purchases of specialized professional services such as advertising, marketing, legal, auditing, and accounting.
 - 5.5.7.4. Authorized Purchasers should use good practices in determining whether to use a contract for additional purchases, for example when it is necessary to detail specific negotiated terms and conditions within a legally binding document or in cases where the goods or services are delivered over a longer period of time.
 - 5.5.7.5. The Authorized Purchaser must review purchases made under contractual arrangements for assessment of commercial terms and conditions and adherence to ChildFund International policies prior to seeking approval.
 - 5.5.7.6. All contracts with total obligations of USD 100,000 or more must be submitted to the CFAO or CEO with a completed Contract Review Checklist (available on ChildFund Legal Department's SharePoint site) for review and approval prior to execution.
 - 5.5.7.7. All contracts written for IO purchasers and with all US-based vendors for purchases totaling USD 250,000 and more must be reviewed or prepared by ChildFund International's Legal Department prior to execution, or, after consultation with the requester, reviewed by external counsel. For CO contracts for purchases totaling USD 250,000 and more, local legal counsel must review the contract unless IO Legal Department is consulted or requested to review the contract. A contract cannot be divided into two or more contracts to circumvent the threshold for legal review and approval.
 - 5.5.7.8. For contracts less than USD 250,000 the Authorized Purchaser must review the language and seek IO Legal Department or other legal consultation if there are questions or concerns.
 - 5.5.7.9. The department or unit that makes a purchase or enters into a contract must maintain oversight to ensure that the contractor/vendor performs in accordance with the terms, specifications, and conditions agreed in the PO or contract.
 - 5.5.7.10. Copies of all contracts (except human resources employment engagements) are required to be provided as part of new vendor/new engagement set up to the

relevant Accounting unit for assessment as to appropriate accounting treatment prior to requesting payment.

5.5.7.11. All original contracts are to be maintained by the IO department or unit that is purchasing the goods or services or by the Purchasing Department at an CO.

5.5.8 Authorized Approval Limits

Total Purchase Price including VAT, sales tax, delivery charges, and estimated extensions and contract modifications - USD Amount (or equivalent)	Authorized Approvers
Less than \$10,000	CO and IO Managers.
Less than \$25,000	Department Directors (IO only), Assistant Controller
Less than \$50,000	Country Directors, Area Finance Leads
Less than \$100,000	Vice Presidents, Regional Directors, Controller, and Treasurer
\$100,000 and above	President/CEO, VP-Global Operations, Chief Financial & Administrative Officer

5.5.8.1. Employees are encouraged to seek consecutive approvals. For example, a Regional Director would approve a purchase after the relevant Country Director has approved.

5.5.8.2. Authorized Approvers may delegate specific, temporary approval authority in writing to other Authorized Approvers up to their own approval level while maintaining proper segregation of duties. The delegation may be limited to a specific purchase or purchases or to a certain period.

5.5.9 Special Purchase Procedures

5.5.9.1. There are specific items or situations for which special technical consultation must be conducted or additional steps must be taken before a purchase is initiated or committed:

[Table begins on the next page.]

Special Purchase Item	Additional Procedures
<ul style="list-style-type: none"> Vehicles (excluding single item purchases of people-powered items such as bicycles, motor bikes and other items less than USD 5,000) Electrical generators above USD 5,000 	<ul style="list-style-type: none"> CO purchases of vehicles and generators must be approved each year as part of the capital asset budget process. Purchases must also comply with the Property, Automobile and Liability Insurance Procedure. For vehicle purchases, Authorized Purchaser must obtain a quote from the IO Treasurer as part of the competitive sourcing process. See 5.5.3.4.
<p>Purchases for non-US-based personnel of:</p> <ul style="list-style-type: none"> Satellite Communication Equipment (Excluding satellite phones) IT network components, such as routers, switches, satellite uplinks, etc. (Excluding items less than USD 5,000) Video Conferencing Equipment for full frame video (excluding net cams) Servers or storage devices equal to or exceeding USD 5,000 Enterprise software systems or systems which access or handle confidential data. 	<p>Authorized Purchaser must consult first with IO IT through the Help Desk Ticket (IT Purchase system) to ensure compatibility with global systems before initiating purchase. If requesting that IO IT initiate the purchase, Authorized Purchaser must provide completed and approved IO IT PR.</p> <p>For enterprise software systems or systems which access or handle confidential data, pre-approval from the CIO/VP IT and CFAO is required.</p> <p>Purchases must also comply with the Fixed Asset Accounting Policy.</p>
<ul style="list-style-type: none"> All IT equipment and software required by US-based personnel, regardless of value (excluding IT supplies such as print and toner cartridges, blank CDs, etc.) 	<p>Authorized Purchaser must make purchases through the IO IT Help Desk Ticket (IT Purchase system) and provide a completed IO IT Purchase Requisition Approval form.</p> <p>For enterprise software systems or systems which access or handle confidential data, pre-approval from the CIO/VP IT and CFAO is required.</p>
<ul style="list-style-type: none"> Real Estate including buildings purchased, built, leased, or rented 	<p>In addition to other procedures, the Authorized Purchaser must first obtain the CFAO's approval to purchase, lease, or rent buildings or land.</p>

5.5.9.2. The selection of vendors for goods and services such as utilities, telephone, and internet service should be determined initially by an Authorized Purchaser and if feasible due to the existence of reasonable alternative providers, periodically reassessed.

5.5.9.3. Vehicles can only be purchased using funding from Working Funds or Grants. If a vehicle is not approved for purchase in the budget or if a different funding source is requested, special permission must be obtained also from the CFAO before making a commitment to purchase.

5.5.10 Grants

5.5.10.1. In addition to meeting the Purchasing Policy and Procedure requirements herein, all procurement involving US Government-funded programs and grants must meet all applicable requirements stated in The US' Office of Management and

Budget's Uniform Guidance at 2 CFR 200, as amended and updated, even during approved Emergency Procedures. The procurement standards in this regulation were established in sections 200.317 to 200.326; the suspension and debarment regulations in section 200.213; and contract requirements in Appendix II of these regulations.

5.5.10.2. All procurement involving other donors' specific requirements must meet any additional requirements agreed with the donor in addition to the other requirements of this policy.

5.6 Receipt/Acceptance of Goods and Services

- 5.6.1 All goods and services received must be verified for accuracy (i.e., correct quantity, quality, and product or service) by comparing the shipping document (for goods) and the delivered goods or services to the approved purchase order, online or email order, or contract, whichever is applicable.
- 5.6.2 A receiving report must be completed and retained for the appropriate unit's records; a copy of PO, if any, would suffice. This report must reference the PO number (if any) and the quantity received, or in the case of services, a notation that the services have been performed satisfactorily and deliverables achieved. The employee accepting delivery of the goods and/or service should date, sign his/her name and print his/her name and title on the receiving report.
- 5.6.3 A copy of the receiving report must be sent to the relevant accounts payable department that is responsible for making payment unless the purchase was made by credit card or cash and was recorded in the corporate credit card system, and then it must be kept in the applicable unit.
- 5.6.4 On a periodic basis, a review should be performed of any commitments that have not been matched with receiving reports or equivalent records of goods or services received.

5.7 Payment for Goods and Services

- 5.7.1 Payment by cash for purchases is generally not allowed. See Cash Disbursements Procedure (PRO-FO-FI-005).
- 5.7.2 Discrepancies between the receiving report and PO should be identified, investigated, and resolved in a timely manner before payment is requested or made and documented for audit trail purposes.

6. EXCEPTIONS

- 6.1 Any exceptions to this Procedure other than those listed here must be adequately documented and approved prior to any financial commitment and can only be approved by the President/CEO or CFAO.
- 6.2 All employment engagements will follow procedures developed by Global Human Resources.
- 6.3 All purchases made for travel shall be made in accordance with the Corporate Travel Policy (POL- FO-FI-002).
- 6.4 All purchases made for business meals, entertainment and other social events shall be made in accordance with the Business Meals, Entertainment and Other Social Events Procedure (PRO- FO-FI-025).

[Section 6.5 begins on the next page.]

6.5 Emergency Procurement Procedures

- 6.5.1 The application of Emergency Procurement Procedures must be approved in advance by the VP-Global Operations, CFAO, or CEO following a request from the Country Director which has been endorsed by the Regional Director and EMU Director. This request may be submitted upon (1) declaration of a new ChildFund emergency response; (2) significant expansion of an ongoing emergency response, to cover additional geographic areas; or (3) approval of a new emergency grant from an institutional donor, as part of an ongoing response.
- 6.5.2 The application of Emergency Procurement Procedures will be for an initial 30-day period, with possible extension for an additional 30 days subject to same approval process. Additional extensions beyond two approved periods will only be possible in exceptional circumstances related to new, large grants and/or additional geographic expansions.
- 6.5.3 The following criteria should be considered in justifying possible application of Emergency Procurement Procedures: (1) the CO has prepared a response plan which includes large-scale distribution of relief items to affected populations, installation of Child-Centered Spaces, infrastructure repair, and/or other interventions requiring significant procurement of goods and services; (2) the goods and services to be procured are available in the local market, in sufficient quantity and acceptable quality from reliable suppliers; or (3) delays in procuring the needed items would prevent ChildFund from delivering timely assistance and/or from meeting obligations to emergency grant donors.
- 6.5.4 Even in emergencies, all purchasing requirements stated in donor agreements must be followed and supersede any provisions that may conflict with this Procedure. (See especially Section 5.5.10 Grants.)
- 6.5.5 The request to approve an application of Emergency Procurement Procedures must specify any requested changes to the section 5.5.8 Authorized Approver limits to be in force for the period, and may request up to the following possible maximum levels:

Total Purchase Price including VAT, sales tax, delivery cost, and estimated extensions and contract modifications - USD Amount (or equivalent)	Authorized Approvers if Emergency Procurement Procedures and These Limits are Requested and Approved
Less than \$25,000	CO Emergency Team Leader, Sub-Office Manager or another designated official
Less than \$100,000	Country Directors, Area Finance Leads, VPs
Less than \$250,000	Regional Directors, VP-Global Operations
\$250,000 and above	CEO or CFAO

- 6.5.6 The requirements for a PR and either a PO or contract are the same as under standard procurement procedures except for any approval levels applied for and approved according to the limits in 6.5.5. The approved authority levels may remain in force throughout the period when Emergency Procurement Procedures apply.
- 6.5.7 The requirement for competitive bids is the same as regular purchasing procedures with the following exceptions:
 - 6.5.7.1. Under approved Emergency Procurement Procedures, only two quotes are required for purchases of USD 10,000 or more, and
 - 6.5.7.2. The bids may be documented through written transcription of a phone conversation but only as a last resort where standard methods are impractical. Original, stamped documents arriving in sealed envelopes are preferred but not required.

- 6.5.8 Any request for sole-source procurement must be justified and approved as per the standard procurement procedures. (See Section 5.5.5.) The need to deliver urgent, emergency assistance does not in itself constitute justification for sole-source procurement.
- 6.5.9 Other requirements such as terrorist vetting, receipt/delivery documentation, and any others not mentioned in this section remain the same as under standard procurement procedures.
- 6.5.10 Even where the Emergency Procurement Procedures are in force, purchases made from emergency grant funds must comply with the grant donor’s applicable policies and regulations. The EMU and GAM team will provide guidance on compliance with US donors such as USAID/OFDA. When implementing emergency grants from donors based in Alliance member countries, COs should consult with the respective Alliance member on applicable requirements.

[Section 7 begins on the next page.]

7. RELATED REGULATORY REQUIREMENTS

- 7.1 The Foreign Corrupt Practices Act of 1977, as amended.
- 7.2 The USA PATRIOT Act of 2001, as amended.
- 7.3 US Code of Federal Regulations Title 2 Part 200 Subtitle A Chapter II - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (a/k/a Uniform Guidance), as periodically updated, particularly the procurement standards section (200.317-200.326), the suspension and debarment section (200.213), and contract requirements in Appendix II.

8. RELATED FORMS

- 8.1 Purchase Requisition
- 8.2 IT Purchase Requisition
- 8.3 Purchase Order
- 8.4 Purchase Order Terms & Conditions
- 8.5 Contract Review Checklist (see this and other guidance available from ChildFund Legal Department on its SharePoint site).

9. RELATED POLICIES

- 9.1 Background Vetting for Terrorism, Debarment, and Suspension Policy POL-FO-TR-081
- 9.2 Child Safeguarding Policy GHR-POL-080
- 9.3 Code of Business Conduct and Ethics
- 9.4 Conflict of Interest POL-FO-AS-051
- 9.5 Corporate Travel POL-FO-002
- 9.6 Grant Acquisition and Management POL-GP-001
- 9.7 Purchasing POL-FO-006
- 9.8 Records Management PRO-FO-FI-008
- 9.9 Whistleblower PRO-FO-AS-100.