



PROCUREMENT POLICY

Purpose

Nova Scotia Pension Services Corporation is committed to ensuring products and services are consistently obtained through fair and reasoned processes.

Definitions

Board	Board of Directors of NS Pension
CEO	Chief Executive Officer and President of NS Pension
CIO	Chief Information Officer of NS Pension
CPO	Chief Pensions Officer of NS Pension
Employee(s)	An individual in the employ of, or under personal service contract with NS Pension (e.g. temporary workers and interns)
Management	Officers and Employees designated from time to time by the CEO or the Board
Management Authorities	Acceptable or required actions by Officers and Employees as approved by the CEO or the Board
NS Pension	Nova Scotia Pension Services Corporation
Officers	CEO, CIO and CPO
Plans	Teachers' Pension Plan and Public Service Superannuation Plan

Application

Under the direction the Board, NS Pension maintains an approach to procurement that strives to achieve the procurement of products and services that:

- o are most appropriate to meet the needs of NS Pension and the pension plans that it administers
- o are industry leading and represent industry best practice
- o are competitively priced and provide a strong value proposition
- o are diligently evaluated in a manner that is free from conflicts of interest
- o are considerate to the environment
- o are well supported by documentation that provides NS Pension with appropriate rights and protections, and
- o comply with the Management Authorities

Principles, Directives and Guidelines

NS Pension recognizes the following principles:

1. NS Pension believes that in many cases the procurement of goods and services from more than a single supplier is preferable to single sourcing.
2. NS Pension believes that, where more than one viable source for goods or services exists, and where conditions permit, competition among suppliers can produce a more favourable result for NS Pension.

In procuring goods or services to fulfill its mandate, NS Pension will:

1. Qualify and select suppliers on a reasoned basis which appropriately balances the considerations relevant to a decision such as nature of goods or services being procured; timeframe for selection; universe of potential suppliers; past procurement experience; available information about potential suppliers; likely price variations, etc., acting at all times in accordance with the parameters of its mandate.
2. Select the supplier by way of:
 - (a) Directed source selection (including sole sourcing); or
 - (b) Request for proposal; or
 - (c) Request for quotation.

When using *directed source selection*, Management will ensure that it undertakes appropriate due diligence and selection processes.

When using a *request for proposal* or a *request for quotation*, Management will qualify the supplier through a competitive process, which process may be open to all suppliers, open to pre-qualified suppliers, or a combination of both.

3. Perform sufficient and appropriate due diligence.

4. Enter into an appropriate written agreement with the supplier of the goods or services which may include:
 - (a) a statement of work or requirements which describes
 - i. the goods or services to be provided (including scope, quantity and quality)
 - ii. the individual(s) responsible (where applicable) for delivering the goods or services
 - iii. the objectives to be attained (where applicable), and
 - iv. the timeframe for completion or delivery (where applicable)
 - (b) the price (including, where appropriate, fees and expenses agreed to)
 - (c) the billing and receipt requirements
 - (d) details of NS Pension's operational and policy constraints (where appropriate); for example, confidentiality expectations
 - (e) other applicable terms and protections considered appropriate in the circumstance, and
 - (f) details of the supplier's environmental policies and practices.

Accountability

NS Pension will publish this Policy to ensure that it is readily available to all potential service providers. This Policy does not replace any procurement policies of the Plans.

Management and Employees are required to comply with this Policy. Management is responsible for ensuring that Employees within their respective departments comply with this Policy.

The Director, Enterprise Risk & Compliance will report on any exceptions observed with respect to this Policy through internal compliance reports to the Board.

Monitoring and Review

This Policy will be reviewed biennially by the CEO and the Director, Enterprise Risk & Compliance, and will be approved by the CEO.

Ongoing monitoring and enforcement of this Policy is the responsibility of the CEO. If the CEO believes that material deviation from this Policy is warranted, it will be brought to the attention of the Board.

Enquiries

Any questions or uncertainty pertaining to the meaning or application of this Policy should be referred to the CEO.

Approved By:	Doug Moodie, Chief Executive Officer
Document Owner(s):	Director Finance Manager Financial Services
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