



SECTION	SUBJECT	CODE: FIN-01
FINANCE	Procurement	PAGE: 1 of 4
		DATE: April 28 th , 2009

Introduction

Community Living Dryden-Sioux Lookout (CLD-SL) shall meet or exceed the standards of the Ministry of Community and Social Services and Non-profit Sector Legislations in Ontario.

Policy

CLD-SL's Procurement Policies is designed to establish a fair and reasonable framework for the solicitation of competitive bids to ensure timely, efficient, and economically wise purchasing within the guidelines of good business practices. This policy applies to all employees and Board members of the Community Living Dryden-Sioux Lookout

Procedure

1. Community Living Dryden-Sioux Lookout will maintain an inventory of all furnishings and equipment worth over **\$2000** which is acquired by CLD-SL and the inventory shall set forth each addition or removal from the inventory and the reasons therefore.
2. All procurement of goods and services will follow the Request for Quotes (RFQ) Competitive Process.
3. Procurement of Goods and Services that are required urgently to ensure the Agency's ability to provide service or supplies and services that are used on an ongoing basis will be made as to not incur interruption to service. Authorization of this procurement will reflect the signing authority allocations as outlined in this policy. The Agency will maintain a list of competent trades' people and suppliers who may be called upon to meet the incidental repairs as incurred.
4. Procurement of supplies and services that are used on an ongoing basis will be selected using Request for Quotes (RFQ) Competitive Process. Once selected the supplies and service maybe established as the preferred supplier.

5. Approval Authority Schedule (AAS):
 - Manager for defined purchases by a director; **\$1,500.00**
 - Director; **\$10,000.00**
 - Executive Director; **\$25,000.00**
 - All expenditures greater than **\$25,000.00** require Board approval.

For the purpose of this policy, approval authority is defined as the authority granted to an individual by virtue of his or her position in the Agency or otherwise, to approve or commit the expenditure of funds. This policy outlines the upward limits of staff's approval authority in a monetary amount that excludes HST. The approval authority provides allowances for procurement of goods, services and maintenance of contracts within their program or functional center. All related policies will be adhered to in the process of procuring goods, services and maintenance of contracts.

6. In an emergency/special circumstance, the following authority shall apply:
 - The Executive Director has authority to acquire goods or services up to \$50,000 without regard to this policy.
 - The nature of the emergency/special circumstance and action taken must be provided in writing to the Executive Committee of the board who will retain for audit purposes.

7. The following are the recommended procurement methods for all **goods, non-consulting services and construction**:

Value of Purchase	Means of Procurement	
\$0 to \$100	Petty Cash / Corporate Credit Card / Purchase Order	Recommended
\$100 to \$3,000	Corporate Credit Card / Purchase Order	Recommended
Over \$3,000 to under \$10,000	Purchase order and/or Credit card	Recommended
\$10,000 up to \$25,000	Two quotes (must be kept on file by approving manager)	Recommended – Invitational competitive process
\$25,000 up to \$100,000	Three written quotes (must be kept on file by approving manager)	Recommended – Invitational competitive process
\$100,000 or more	Open competitive process: RFP or Tender	Required

The following are CLDSL’s procurement methods for all **consulting services**:

Value of Purchase	Means of Procurement	
\$0 up to \$100,000	Three written quotes (must be kept on file by approving manager)	Required
\$100,000 or more	Open competitive process: RFP or Tender	Required

8. For instances where there is a preferred supplier for goods or services, where the established guidelines require quotes, a purchasing waiver (see attached), explaining the rationale must be signed by an authority one level higher than the approval authority schedule. The waiver should then be attached to the purchase order.

References to Other Policies

SECTION	SUBJECT	NUMBER

Adoption and Review Guidelines

Date of Adoption by the Board:	<u>April 28th, 2009</u>	Motion Number:	<u>2009-04-28-03</u>
Date of Most Recent Board Review:	<u>February 1st, 2022</u>	Motion Number:	<u>2022-02-01-05</u>
Date of Review by Leadership:	<u>February 1st, 2022</u>		

Competitive Purchasing Waiver Form

Use when CLDSL cannot get 3 quotes or when there is a business case to use a preferred supplier

Form Prepared by: _____

Preferred Supplier: _____

Description of goods or services contract:

Policy

You must obtain two quotes from different vendors for goods and services \$10,000 and less than \$25,000. You must obtain three quotes for goods and services \$25,000 and less than \$100,000 obtained through a request for quotation process. Goods and Services \$100,000 or over must have an open competitive procurement process (tender/RFP)

Business Case (or Reasons) for not getting three Quotations:

Approvals to use Preferred Supplier:

Director

Date

Executive Director

Date