



FINANCIAL SERVICES MANUAL

Procurement of Goods and Services		PROCEDURE # FN 3.10	
APPROVED BY: Executive Director		APPROVAL DATE:	October 2021
CROSS REFERENCE: (if applicable)	Policy FN 3.10	REVISION DATE:	
		REVIEW DATE:	

1.0 PROCEDURE

APPLICATION

All procurement conducted by the Society will comply with the [Broader Public Sector Procurement Directive](#) and shall be based on five principles:

- Accountability – accountable for the results of the procurement decisions and the appropriateness of the processes
- Transparency – transparent to all stakeholders. Wherever possible, stakeholders have equal access to information on procurement opportunities, processes and results.
- Value for Money – maximize the value from the use of public funds. A value-for-money approach aimed to deliver goods and services at the optimum total lifecycle cost.
- Quality Service Delivery – Front-line services provided by the Society deliver the right service/product, at the right time, in the right place
- Process Standardization – Standardized processes remove inefficiencies and create a level playing field.

Code of Ethics

The [Ontario Broader Public Sector \(BPS\) Supply Chain Code of Ethics](#) has been adopted by the Society. The Society will ensure that the Code is available and visible to all members of the organization and to suppliers and stakeholders involved with the Supply Chain process.

Exceptions & Exemptions to this Policy

The Society may utilize non-competitive procurement only in situations where an exemption, exception, or non-application clause exists under the AIT (Agreement on Internal Trade) or other trade agreement.



Non-competitive procurements must be used sparingly and only in the circumstances listed below:

- Where an unforeseeable situation of urgency exists and the goods or services cannot be obtained in time by mean of open procurement procedures;
- In the absence of a receipt of any bids in response to a call for proposals or tenders made in accordance with the Directive;
- Procurement of goods and services that is financed primarily from donations that are subject to conditions that are inconsistent with the Directive;
- Procurement of goods and services related to cultural or artistic fields and computer software for educational purposes;
- Procurement of services that in Ontario may, by legislation or regulation, be provided only by any of the following licensed professionals: medical doctors, dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers and notaries;
- Health services and social services
- Boarding rate expenditures including reimbursable expenses paid to Foster Parents and Outside Paid Resources; and support services for the care of children and youth that have been placed with the agency; and
- Services for other individuals and families who are clients of the Society are also exempted from competitive procurement requirement

When asserting that procurement is subject to an exemption, exception, or non-application clause under a trade agreement the Society must formally establish applicability of this clause.

The Society must procure consulting services competitively irrespective of the value of the procurement. The AIT does not contain exemption, exception or non-application clauses specific to consulting services

Approval Authority Schedule (AAS)

Prior to commencement, any procurement must be approved by the appropriate approval authority.

The total value of procurement includes cost of freight, installation but not taxes. For multi-year procurements, the total projected value for the entire period of the agreement including option renewals must be used. Multiple purchases may not be used to circumvent competitive procurement.

The Society has established an approval authority schedule (AAS) for procurement of goods and non-consulting services which reflects the different dollar thresholds and the related approval authority. Deviations from the AAS requires approval from one level higher than the level as stated in the AAS.



Children's Aid Society

N I P I S S I N G A N D P A R R Y S O U N D

Society spending shall in accordance with the approval levels set out below. Spending shall occur within the overall budget approved by the Board of Directors.

Non-capital operating expenses

Commitment Authority Amount	Approval Authority
\$0 to \$100	Worker
\$0 to \$1,000	Coordinator/Supervisor
\$0 to \$10,000	Manager
\$0 - \$50,000	Director
\$0 to \$100,000	Executive Director
\$100,000 or more	Board of Directors*

*where the Board of Directors has already approved an expense over \$100,000 in the annual budget, it is not necessary for the Board to approve the expense again at the time of purchase.

Consulting Fees

Method	Procurement Value	Approval Authority
Invitational Competitive	\$0 - \$100,000	Manager of Finance and Administration / Director of Corporate Services
Open Competitive	Any value	Manager of Finance and Administration
Non-Competitive	\$0 - \$999,999 \$1,000,000 or more	Executive Director Board of Directors

Goods and Non-Consulting and Construction

Total Value	Means of Procurement	Recommended/Required
\$0 to \$99	Petty Cash/ Cheque Requisition	Recommended
\$0 to \$1,000	Credit Card/ Cheque Requisition	Recommended
\$0 to \$9,999	Purchase Order	Recommended
\$10,000 to \$99,999	Invitational Competitive	Recommended
\$100,000 or more	Open Competitive	Required



Competitive Process

The Director of Corporate Services will assign a procurement lead, to ensure that the procurement process is conducted in an ethical, lawful, and effective manner.

Suppliers will be provided with a minimum response time of 15 calendar days for procurement of goods and services valued at \$100,000 or more.

Communication will be carried out by way of an Addendum and Question-and-Answer page. All communication will be posted in the same manner as the competitive procurement documents.

When the successful supplier is determined, unsuccessful suppliers will be informed in writing of the outcome, where the procurement value is \$100,000 or more.

Bids that are submitted in hard-copy format must be stamped on receipt with the following information: Date, time, location, company name, contact information.

The process for opening the bids will be outlined in the competitive document, and the process followed.

Evaluation

The competitive procurement will clearly outline any mandatory rated and other criteria used to evaluate submissions, including the weight of each criteria.

Criteria used may include price, quality, quantity, transition costs, delivery, servicing, environmental consideration, capacity of supplier to meet the requirement of the procurement, experience, financial capacity of the supplier. The maximum weight will be allocated to the price/cost component of the evaluation.

Each evaluation team member will complete an evaluation matrix rating each submission. Evaluation records will be retained in the procurement file.

The submission receiving the highest evaluation score and that meets all mandatory requirements set out in the competitive procurement will be declared the winning bid.

A formal agreement will be defined by way of a signed written contract prior to receiving any goods or services.

For procurements valued at \$100,000 or more, contract award notifications will be posted in the same manner as the procurement documentation. The notification will include the name of the successful supplier, and the Agreement start and end date.



Where a non-competitive procurement process is used, supporting documentation will be completed and approved by the Executive Director, or delegate.

2.0 REVISION HISTORY

Policy Number	Date	Revised/Reviewed By	Description of Revision
F-2-40	January 2008		Original
F-2-40	February 2012		Revision
FN 3.10	October 2021		Revised – Procedure No., Format, Content