



### FINANCIAL SERVICES MANUAL

<b>PROCUREMENT OF GOODS AND SERVICES</b>		<b>POLICY # FN 3.10</b>	
<b>APPROVED BY: Executive Director</b>		<b>APPROVAL DATE:</b>	<b>October, 2021</b>
<b>CROSS REFERENCE:</b> (if applicable)	Procedure FN 3.10	<b>REVISION DATE:</b>	
		<b>REVIEW DATE:</b>	

#### 1.0 POLICY STATEMENT

The **Children's Aid Society of the District of Nipissing and Parry Sound (the "Society")** is committed to conducting all procurement activities in accordance with the mandatory requirements as set out in the [Broader Public Sector Procurement Directive](#).

The Society, as a publicly funded organization, will ensure that the procurement of goods and services is a process that is open, fair and transparent. All procurement activities will be based on five key principles: Accountability, Transparency, Value for Money, Quality Service Delivery and Process Standardization.

#### 2.0 DEFINITIONS

**2.1 Goods and Service:** means any goods, construction and services, including but not limited to information technology (IT) and consulting services.

**2.2 Consultant:** means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

**2.3 Consulting Services:** means the provision of expertise or strategic advice that is presented for consideration and decision-making.

**2.4 Members of an Organization:** means all trustees, members of the board of directors, senior executives, and employees of the Organization or their equivalent.

**2.5 Approval Authority:** means the authority delegated by the Organization to a person designated to occupy a position to approve on its behalf one or more procurement functions within the plan-to-pay cycle up to specified dollar limits subject to the applicable legislation, regulations and procedures in effect at such time.



**2.6 Best Value:** means the optimal balance of performance and cost determined in accordance with a pre-defined evaluation plan; best value may include a time horizon that reflects the overall life cycle of a given asset.

**2.7 Competitive Procurement:** means a set of procedures for developing a procurement contract through a bidding or proposal process. The intent is to solicit fair, impartial, competitive bids.

**2.8 Invitational Competitive Procurement:** means any form of requesting a minimum of three (3) qualified suppliers to s.

### 3.0 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 – Policy No., Format, Content