

## FINANCIAL SERVICES MANUAL

<b>Section:</b>	6.0 Contractual Relation and Purchased Services
<b>Name:</b>	<i>Procurement of Goods and Services</i>
<b>Number:</b>	FN 6.1
<b>Approval:</b>	Executive Director/Board of Directors, December 1, 2025

### POLICY STATEMENT

The **Children's Aid Society of the District of Nipissing and Parry Sound (the "Society")** is committed to ensuring that all procurement activities are conducted in a fair, transparent, and accountable manner. All procurements will complete with the [Broader Public Sector Procurement Directive](#) and applicable legislation, while upholding the highest ethical standards. The Society strives to achieve value for money, ensure quality service delivery, and maintain public trust in the stewardship of resources.

Supporting Documents	Document Link
Forms	
Manuals	
Protocols	

### PROCEDURE

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

- Accountability – The Society is accountable for procurement decisions, processes, and outcomes.
- Transparency – Procurement opportunities, processes and results will be open and accessible to all qualified vendors whenever possible.

- Value for Money – public funds will be used responsibly, with consideration for total lifecycle costs and overall value.
- Quality Service Delivery – Procurement decisions will ensure that frontline services are supported with the right product or service, delivered at the right time and place.
- Process Standardization – Standardized processes will be used to promote efficiency, consistency and fairness.

## **Code of Ethics**

The Society adopts and adheres to the [Ontario Broader Public Sector \(BPS\) Supply Chain Code of Ethics](#). The Code will be made available to all employees, suppliers, and stakeholders engaged in procurement activities. All parties are expected to act with integrity, professionalism, and fairness throughout the supply chain process.

## **Procurement Methods**

The Society utilizes three primary procurement methods:

- Informal Procurement: used for low-dollar, low-risk, routine purchases.
- Invitational Competitive Procurement: A minimum of three qualified suppliers are invited to submit proposals based on defined requirements.
- Open Competitive Procurement: All qualified suppliers may participate in a fair and open bidding process.

## **Exceptions & Exemptions**

This procedure does not apply to the following non-competitive purchases:

- Boarding expenses to care providers;
- Allowances and reimbursements to foster parents;
- Financial or service subsidies to adoptive parents;
- Health-related expenses incurred on behalf of clients;
- Utilities, property taxes, or other non-substitutable services;
- Items covered by collective agreements, terms of employment, or employment contracts.

Non-competitive procurement may only be used in circumstances permitted under the Agreement on Internal Trade (AIT) or other applicable trade agreements. Consulting services must always be procured competitively, regardless of dollar value.

## Procurement Thresholds and Means of Procurement

Procurement requirements are determined by the total value of the goods or services (excluding taxes)

Amount	Means of Procurement
Up to \$2,999	No quote required
\$3,000 to \$9,999	One documented verbal quote
\$10,000 to \$24,999	Three documented verbal quotes
\$25,000 to \$121,199	Invitational competitive process – minimum 3 suppliers
\$121,200 +	Open competitive process

## COMPETITIVE PROCUREMENT

For Invitational Competitive Procurement, at least three qualified suppliers must be invited to provide written proposals.

For Open Competitive Procurement, the following procedures apply:

- Opportunities will be posted on an electronic tendering system accessible to all Canadian suppliers (e.g., Ontario Tenders Portal).
- Minimum response time is 15 calendar days for procurements valued at \$121,200 or more; 30 days is recommended for complex procurements.
- Closing dates and times will be clearly stated. Late submissions will not be accepted.
- Evaluation criteria will be outlined in procurement documents. A points-based evaluation matrix will be used, balancing mandatory and desirable requirements.
- An evaluation team will review and score compliant submissions. The supplier with the highest score and who meets all mandatory requirements will be awarded the contract.
- Contracts will be executed in writing, using the agreement released with the procurement documents.
- All contracts must include termination and cancellation clauses.
- Extensions beyond the original procurement terms are considered non-competitive and require proper approval.

- Bid dispute resolution procedures must be included in procurement documents.
- For procurements valued at \$121,200 or more, contract award notices must be posted, including supplier name, agreement dates, and extension options. Unsuccessful bidders must be offered debriefing.

Where supplier performance is unsatisfactory, the Executive Director (or designate) may document the issue, and the Manager of Finance & Administration may restrict that supplier from bidding on future contracts for up to five years.

## **NON-COMPETITIVE PROCUREMENT**

Non-competitive procurement may be used only in exceptional circumstances, such as:

- Legal or legislative restrictions (e.g., patents, copyrights);
- Unusual market conditions or shortages;
- Sole-source availability;
- Security or confidentiality concerns;
- Emergency.

All non-competitive procurement must be documented with written justification.

## **Conflict of Interest**

The Society requires all employees, advisors, suppliers, and stakeholders involved in procurement to disclose actual or potential conflicts of interest. Conflicts must be documented, assessed, and appropriately managed to maintain fairness and integrity.

## **Segregation of Duties**

Procurement roles will be segregated across the functions of budgeting, commitment, requisition, receipt, and payment. At least three of these roles must be performed by separate individuals or departments. Where segregation is not feasible, compensating controls approved by the external auditor must be in place.

## **Documentation and Record Retention**

All procurement documentation, including proposals, evaluations, and contracts, must be retained in a recoverable format for a minimum of seven years. Documentation from Invitational and Open Competitive processes will be forwarded to the Finance Department. Confidential supplier information must be stored and handled in accordance with the Society's privacy and confidentiality standards.

## **Approval Authority Schedule (AAS)**

Purchasing authority is delegated as follows:

- Up to \$1,000 – Supervisors/Coordinators
- Up to \$10,000 – Managers
- Up to \$50,000 – Directors
- Up to \$100,000 – Executive Director
- Over \$100,000 – Board of Directors

All procurement must receive approval in accordance with this schedule and within approved budget limits. Non-competitive procurement must be approved by the authority one level higher than indicated above.

## **Interim Measures**

For procurements valued at \$121,200 or higher, the Society will use existing Vendor of Record (VOR) arrangements whenever possible. New contracts, including extensions, must not exceed two years unless exceptional circumstances exist.

Where a VOR arrangement cannot be used or contract duration must exceed two years, the Society must complete a Procurement Rationale Report and submit it to the funding ministry at least 45 days prior to issuing the procurement. Submission does not alter the Society's authority to proceed with the procurement.

## **Building Ontario Business Initiative (BOBI)**

The Society complies with the [\*Building Ontario Business Initiative Act\*](#) (BOBIA). Where feasible, preference will be given to Ontario businesses for procurements under \$121,200.

An "Ontario business" is defined as a supplier that:

- Has its headquarters or main office in Ontario; or
- Employs at least 250 full-time staff in Ontario.

BOBI requirements do not apply to emergency procurements, Vendor of Record arrangements, legal services, expert witness services, or goods/services not available from Ontario businesses.