POLICY STATEMENT

Community Living Windsor will comply with the requirements of the **Broader Public Sector Procurement Directive (BPS Directive).** The Board of Directors of CLW will establish an authority schedule related to approvals for different dollar amounts for the procurement of goods and non-consulting services.

PROCEDURES

The following guidelines/procedures are to be followed and any exceptions must be approved as indicated and appropriately documented. Additionally, the overall value of any procurement must not be reduced in order to circumvent the stated procurement thresholds.

A. Value of Procurement

- When determining the value of procurement for approval purposes, CLW will not take into consideration applicable sales taxes, as per BPS Directive 6.

B. BPS Directive Mandatory Requirement #1: Segregation of Duties

- The Directive requires that at least three of the five procurement roles are segregated to different departments or people. The roles include: requisition, budgeting, commitment, receipt, and payment.
- CLW will ensure compliance by requiring that the requesting party, signing authority, and payment processor are different individuals.

C. BPS Directive Mandatory Requirement #2: Approval Authority

- For the procurement of goods and non-consulting services, CLW is required to establish an authority schedule related to approvals for different dollar amounts (to be approved by the Board of Directors, as required in the BPS Directive):

Approval authority for procurement of goods and non-consulting services (Excludes taxes)		
Manager	$0 to $2,000	Eg. Expenses incurred by people supported like an iPad, hotel reservations, Passport purchases.
Manager, IT Manager, Property Manager, Senior Admin Director or designate	$0 to $5,000	Eg. Bulk purchases of laptops, IT equipment, minor repairs and maintenance, Conference coordination, etc.
Operations Director or designate	$0 to $10,000	Eg. Renovations, larger IT purchases, larger bulk purchases, etc.
Executive Director or designate	$0 $100,000	Same as above, greater amount.
Board of Directors	More than $100,000 *Note that for any procurement of goods or non-consulting services over $100,000, an **open**	Eg. Major capital improvements, land purchase, major construction, etc.

	competitive process is required.	

Approval authority for other types of expenses (Excludes taxes)		
Operations Director	Any cash advances	
Executive Director	Expenditures from the unallocated Capital fund up to $5,000	
Board of Directors	Expenditures from the unallocated Capital fund of $5,000 or more	

D. Competitive Process Triggers

- For goods and non-consulting services, an **open competitive process** is required for procurements values of $100,000 or more (excluding sales taxes).
- For consulting services less than $100,000, an **open competitive process <u>OR</u> an invitational competitive process** is required.
- For consulting services $100,000 or more, an **open competitive process** is required

E. Competitive Process Requirements

- On any occasion where the competitive process is triggered, CLW must review and adhere to the most current BPS Directive, as changed from time to time. This includes:
    - Reviewing the code of ethics
    - Information gathering (Request for Information or Request for Expression of Interest)
    - Supplier pre-qualification
    - Posting competitive procurement documents
    - Timelines for posting competitive procurement
    - Bid receipts
    - Evaluation criteria
    - Evaluation process disclosure
    - Evaluation team
    - Evaluation matrix
    - Winning bid
    - Non-discrimination
    - Executing the contract
    - Establishing the contract
    - Termination clauses
    - Term of Agreement modification
    - Contract aware notification
    - Supplier debriefing
    - Non-competitive procurement (by exception only)
    - Contract management
    - Procurements records retention
    - Conflict of interest
    - Bid dispute resolution

F. **Purchase Authorization**

The purchase requisition and invoice must be signed by the individual who has authority to purchase for the budget the expense is being charged to. The purchase requisition and invoice describes the goods or services being purchased and specifies the unit prices, packaging sizes, quantities, delivery date, shipping instructions and other pertinent details. It is then forwarded to the finance department for payment. A summary of quotes obtained (if applicable) must be attached to the invoice (Accounts Payable) and kept on file for 7 years.

G. **Requisitioning/Purchasing Supplies/Equipment**

All vendor negotiations are the responsibility of the Property and Administration Department but may be delegated to other departments. Where required by procedures or legislation:

- All items will be purchased in accordance with "Quotation and Tender Procedures";
- One copy of all purchases, receiving slips, supplier invoices and payment receipts must be retained for a 7-year period from date of issue;
- The practice of making personal purchases for employees is not permitted;
- Vendors will be discouraged from revising bids by insistence that the best possible price be stated on the first bid. If, however, second bids are requested, all bidders will have equal opportunity;
- All vendor pricing and technical information will be treated as confidential;
- No gifts for personal benefit are to be accepted by CLW staff from vendors;
- Any premiums, coupons, rebates, bonuses or credits must be used for the benefit of Community Living Windsor;
- When price, quality, service and delivery variables are similar, CLW will give preference to local vendors.

H. **Terms of Purchase**

- It is preferred that all transactions be undertaken in Canadian currency;
- Preference is for payment on an open account or agency credit card basis. Down payments or deposits are to be avoided, whenever possible, and payment should be forwarded only upon full receipt of goods or services performed;
- Appropriate customs forms must be prepared and submitted, duly executed by the vendor;
- Performance guarantees should be stated in writing at the time of purchase;
- Rates of pay for technical assistance and other start-up costs shall be firmly established prior to purchase.

I. **As at March 3, 2023, the current BPS Directive can be found at the following web**

address. During the procurement of goods and non-consulting services over $100,000, or for consulting services (any amount), the BPS Procurement Directives must be reviewed and followed :

https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/Attachments/BPSProcDir-pdf-eng/$FILE/01%20BPS%20Procurement%20Directive.pdf

Approved by: Executive Director	Date: **March 23, 2023**
Revision	