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## Finance - Procurement Policy

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<b>Approved Date:</b>	12/02/2025	<b>Department:</b>	Accounting, Information Technology, Senior Leadership
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### Purpose

The purpose of this procurement policy is to ensure all publicly funded goods and services are acquired through a process that is open, fair, and transparent at the Windsor-Essex Children's Aid Society (WECAS).

The policy is based on the following key principles:

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

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## **Application of this Policy**

This policy applies to Board members, senior executives, and employees of the Society.  
The policy applies to all goods, construction and services acquired by the Agency.  
The provisions of the trade/contract agreements apply to goods and services, consulting, and professional services.

## **Exceptions and Exemptions to this Policy**

Licensed Professional and Specific Services for Children and Youth in Care:

The procurement of services from licensed professionals including:

- Medical doctors
- Dentists
- Pharmacists
- Nurses
- Psychologists
- Lawyers
- Accountants
- Architects

The procurement of boarding costs including:

- foster care per diems and allowances
- reimbursable expenses paid to Foster Parents
- payments to Outside Paid Resources, and
- support services for children and youth provided as part of a boarding rate agreement

Specific services for service recipients, utilities and witness services for court proceedings are exempt from this policy (Refer to Appendix C for more details).

Where the Society has relied on an exception or exemption to this policy, the rationale for the exception or exemption must be formally documented.

The Society must demonstrate:

- The rationale for selection of the particular supplier over available suppliers
- How fees charged are commensurate with services being procured

Exemptions and exceptions relate to the procurement of the goods/or services only. All other requirements of the policy apply, including documentation, contract management, supplier management, etc.

## **Code of Ethics**

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In alignment with our values, the Society is committed to striking the right balance across stakeholders, communities, service recipients, and employees.

The Society, and all its employees, have a duty to comply with WECAS policies, applicable laws, and regulations, and are expected to behave responsibly and ethically.

The Society expects Suppliers and Vendors to operate in accordance with values comparable to ours and in a manner which is consistent with prudent business practices.

The Society expects Suppliers and Vendors to maintain workplaces characterized by professionalism, and respect for the dignity of every individual with whom their employees interact.

Suppliers and Vendors should respect the diversity of their employees, service recipients, and others with whom they interact in accordance with WECAS's Diversity, Equity and Anti-Oppression policy. Conduct should be respectful of differences as outlined under the Ontario Human Rights Code's protected grounds such as age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, receipt of public assistance, record of offences, sex, sexual orientation. Suppliers and Vendors should not tolerate harassment, discrimination, violence, retaliation, and other disrespectful and inappropriate behaviour.

Suppliers and Vendors should respect the dignity of their own employees and others, adhere to principles of diversity, and maintain a respectful workplace.

The Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics (Refer to Appendix A) 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.

## **Definitions**

Refer to Appendix B for definitions.

## **Segregation of Duties**

The Society must segregate at least three of the five functional procurement roles: Budgeting, Commitment, Requisitioning, Receipt, and Payment. The roles must lie with different departments or, at minimum, with different individuals.

The segregation of duties prevents any one person from controlling the entire procurement process. The Society will segregate at least three of the five functional procurement roles.

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

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

The total value of procurement includes the cost of freight and installation but not taxes. For multi-year procurements; the total projected value for the entire period of the anticipated agreement including optional

renewals must be used; multiple purchases may not be used to circumvent competitive procurements.

### Procurement of Goods & Non-Consulting Services

The Society has established an approval authority schedule (AAS) for procurement of goods and non-consulting services (Refer to Appendix D). This schedule reflects the different dollar thresholds and the related procedure and approval authority.

For deviations from the AAS procedures for procurement of goods and non-consulting services, the level of approval authority must shift one level higher than the level as stated in the AAS.

### Competitive Procurement Thresholds

<b>Goods, Non-Consulting Services and Construction</b>		
<b>Total Procurement Value</b>	<b>Means of Procurement</b>	<b>Recommended/ Required</b>
\$0 up to but not including \$100	Petty cash	Recommended
\$100 up to but not including \$3,000	Procurement card (P-card)	Recommended
\$3,000 up to but not including \$10,000	Purchase order	Recommended
\$10,000 up to but not including \$121,200	Invitational competitive procurement (minimum of three suppliers are invited to submit a bid)	Recommended
\$121,200 or more	Open competitive process	Required

### Consulting Services

Procurement of consulting services must follow the AAS for consulting services (Refer to Appendix D). Deviations from the AAS for procurement of consulting services must be approved as follows:

- Non-competitive procurement of consulting services up to \$100,000 must be approved by the Executive Director.
- Non-competitive procurement of consulting services of \$100,000 or more requires Board of Directors approval if not included within the approved budget allocation.

### Competitive Procurement Thresholds

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<b>Consulting Services</b>		
<b>Total Procurement Value</b>	<b>Means of Procurement</b>	<b>Recommended/ Required</b>
\$0 up to but not including \$121,200	Invitational or open competitive process	Required
\$121,200 or more	Open competitive process	Required

**Procurement Approval Authority Schedule (AAS) for Consulting Services**

<b>Procurement Method</b>	<b>Procurement Value</b>	<b>Approval Authority</b>
Invitational Competitive	\$0 up to but not including \$121,200	Organizations' AAS for good and non-consulting services
Open Competitive	Any value	Organizations' AAS for good and non-consulting services
Non-competitive*	\$0 up to but not including \$1,000,000	President, CEO or equivalent
	\$1,000,000 or more	Board of Directors or equivalent

**Service Agreements for Children in Care**

The Executive Director shall have the authority to enter into service agreements for children in care in excess of the amount stipulated in the Approval Authority Schedule.

**Information Gathering**

Where results of informal supplier or product research are insufficient, formal processes such as a Request for Information (RFI) or Request for Expression of Interest (RFEI) may be used if warranted, taking into consideration the time and effort required to conduct them.

A response to RFI or RFEI must not be used to pre-qualify a potential supplier and must not influence the chances of the participating suppliers becoming the successful proponent in any subsequent opportunity.

**Supplier Pre-qualification**

Suppliers may be prequalified to:

- Gather information about supplier capabilities and qualifications for an immediate purchase.
- Gather information about supplier capabilities in advance of expected future competitive procurements.

In development of “Request for Supplier Qualification” the Society must include language to ensure there is no obligation to purchase goods or services as the result of prequalification.

**Competitive Bid Documents**

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Competitive bid documents must be made available through an electronic tendering system that is readily accessible by all Canadian suppliers, such as MERX or Ontario Public Buyers Association.

Response times for vendors to bid must be a minimum of 15 days for procurements valued at \$100,000 or more. For procurements with a higher degree of complexity, risk or value, a minimum response time of 30 days is required.

Competitive procurement documents must clearly identify a bid submission date and time which falls on a regular working day (Monday to Friday, excluding holidays). Submissions received after the closing time must be returned unopened.

Competitive procurement documents must include bid dispute resolution procedures to ensure that any bid disputes are handled in a fair, ethical, reasonable, and timely fashion. The Society must ensure that such resolution procedures comply with similar procedures set out in the Agreements on Internal Trade.

## **Evaluation of Bids**

Evaluation criteria must be developed, reviewed, and approved according to the Society's Approval Authority Schedule.

## **Competitive Procurement Documents**

Competitive procurement documents must:

- Disclose evaluation criteria:
  - Must be disclosed in the procurement documents
  - Must include mandatory, rated, and other criteria that will be used in evaluation of submissions, including the weight of each criterion
  - Maximum justifiable weight must be allocated to the cost/price component of the evaluation
  - Criteria may not be structured to discriminate or provide preferential treatment to any supplier
  - Mandatory criteria must be kept to a minimum to ensure that no bid is unnecessarily disqualified
- Clearly state that bids not meeting mandatory requirements will be disqualified
- Disclose the methodology that will be used to evaluate bids, including the method of resolving a tie score
- Clearly state that alternative strategies or solutions will not be considered unless specifically requested in the procurement documents
- Include any options to extend the agreement

Competitive procurement documents may request suppliers to provide alternative strategies or solutions as part of their submission. If such a request is included, the procurement documents must disclose the criterion that will be used to evaluate alternative strategies and solutions.

## **Evaluation Process**

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The Society shall create an evaluation team for the purpose of evaluating competitive bids.

The evaluation team must:

- Be aware of restrictions related to use of confidential and commercially sensitive information collected through the procurement process
- Refrain from engaging in activities that create or appear to create a conflict of interest
- Individually sign a conflict of interest declaration and non-disclosure agreement
- Individually and independently complete an evaluation matrix to rate each submission
- Ensure that all commentary or ratings are fair, factual, and defensible
- Not discriminate or exercise preferential treatment in awarding contracts as the result of the competitive procurement process
- Declare the winning bid according to the supplier that receives the highest evaluation score and meets all the mandatory requirements set out in the procurement documents

### **Establishing and Awarding Contracts**

The agreement between the Society and the successful supplier from the competitive procurement process must be formally defined in a signed written contract before the provision or supply of goods or services commences. Where the competitive procurement documents included a form of agreement, that form is to be used to finalize the agreement. Where an alternative strategy has been used and there is no form of agreement in the procurement documents, the agreement between the Society and the vendor must be defined formally in a signed contract before delivery of the goods or services.

Where an immediate need exists for goods or services, and the Society and supplier are unable to finalize the contract as described above, an interim purchase order may be used. The justification of such a decision must be documented and approved by the appropriate signing authority.

Contracts must:

- Include appropriate cancellation or termination clauses
- For complex procurements including provision of professional services, the Society should consider inclusion of assessment, cancellation, or termination clauses at specific life cycle stages of the procurement
- Include dispute resolution clauses as per procurement documentation

Contracts for Services must include:

- Clear terms of reference including objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements, and knowledge transfer requirements

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- Include rules for expense claim and reimbursement rules which are compliant with the Broader Public Sector Expense Directive

#### Modifications to terms of agreements

- May only be made when the terms of agreements and options to extend the agreement have been set out in the original procurement documents
- Must be approved by the appropriate authority (See AAS)
- Extensions of agreement beyond those set out in the procurement documents where the extension affects the value and/or stated deliverables of the procurement is a non-competitive procurement and must be approved by the next level up in the AAS

Contract awards must be publicly posted for procurements valued at \$100,000 or more. In the same manner as the procurement documents. This award notification will:

- Be posted after the agreement for delivery of goods/services has been finalized
- Include the name of the successful supplier
- Include the start and end dates of the agreement
- Include information on extension options

For procurements valued at \$100,000 or more, the Society must inform all unsuccessful suppliers concerning their entitlement to a supplier debriefing. The Society must allow unsuccessful suppliers 60 calendar days following the contract award notification date to request a briefing.

### **Contract Management**

The Society shall ensure that:

- All procurements and the resulting contracts are managed responsibly and effectively
- Payments are made in accordance with the terms of the contract; invoices must contain detailed information sufficient to warrant payment; and any overpayments are recovered in a timely manner
- Supplier performance is managed and documented
- Contracts for services include terms as outlined in this policy and that expense claims:
  - Are compliant with contract terms and with Broader Public Sector Expenses Directive
  - Are claimed only as explicitly permitted by the contract
- All competitive procurement documentation and other pertinent information is retained in a recoverable format for seven (7) years including but not limited to:
  - Procurement justification or business case
  - All approvals
  - Evidence of receipt of deliverables
  - Where purchase was via a Vendor of Record, information concerning the process used to select the vendor

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- Advertisements, RFI, vendor prequalification
- All responses and submissions
- Vendor consultations
- Evaluations
- Awards
- Contracts
- Payments
- The Society shall handle, store, and maintain Supplier confidential and commercially sensitive information
- Staff handling and having access to this information are aware of the Society's requirement to protect commercially sensitive information

### **Conflict of Interest**

The Society must monitor any conflict of interest that may arise as a result of any employee or other organization member, advisor, supplier or other stakeholder's involvement with supply chain activities. Individuals involved with supply chain activities must declare actual or potential conflicts of interest.

Where a conflict arises, it must be evaluated, and appropriate mitigating action taken.

### **Bid Dispute Resolution Process**

For open competitive procurements over \$100,000, unsuccessful proponents may appeal the decision to the Society. The Society shall form a panel to hear the appeal. The composition of the panel shall consist of staff more senior than the most senior person on the evaluation panel. If the competitive process was found to be unfair, the Society may cancel the competition or compensate the proponent with the cost of preparing for the proposal.

### **Credit Cards and Purchasing Cards**

The use of credit cards or purchasing cards is restricted to certain employees on an as needed basis. Any new application for a credit card or purchasing card for an employee must be authorized by the Executive Director or Director of Finance and Administration.

### **Use of Vendors of Record (VOR)**

For procurements over \$25,000 except for construction related procurements, the Society shall use an existing applicable Vendor of Record (VOR) arrangement if an appropriate VOR is available; and ensure that all new contracts have a term not exceeding two years, including any extensions.

Where these measures are not possible and/or appropriate, the Society must submit a Procurement Rationale Report to the ministry at least 45 days before the procurement is released to the vendor community.

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

The Building Ontario Business Initiative Act (BOBI) came into effect on January 1, 2024, for all aspects of the

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legislation. The objective of BOBI is to leverage Ontario's public sector spending to help Ontario/local businesses.

An Ontario Business, for the purposes of the Act, must meet the following requirements:

1. The business is a supplier, manufacturer or distributor of any business structure that conducts its activities on a permanent basis in Ontario.
2. The business either
  - has its headquarters or main office in Ontario or
  - has at least 250 full-time employees in Ontario at the time of the applicable procurement process.

#### **Procuring Below Thresholds in Domestic Trade Agreements:**

Purchases including goods and services below thresholds in applicable domestic trade agreements, must procure goods and services from Ontario businesses wherever feasible.

Preference to Ontario businesses may be conducted in the following ways:

- Invite only Ontario businesses to submit a bid, where feasible or
- Give Ontario bidders a point advantage by adding 10 points to the cumulative score of all Ontario bidders, when non-Ontario bidders are invited to submit a bid. Award the procurement to the bidder with the higher overall cumulative score.

If the supplier does not qualify as an Ontario business, the society shall select an exemption from the 'Allowable Exemptions Below the Domestic Trade Thresholds' checklist and complete Procurement Exception Form if a non-Ontario business is selected.

#### **Procuring Below Thresholds in International Trade Agreements**

Purchases including goods and services below thresholds in applicable international trade agreements, must give preference to Ontario or Canadian businesses, wherever feasible.

A Canadian Business is defined as a commercial enterprise that is incorporated pursuant to the laws of Canada, and which has ongoing business activities in Canada.

#### **Procuring Above Thresholds in Trade Agreements, Domestic and International**

Purchases above monetary thresholds in trade agreements, including domestic and international, must use the following strategies, wherever feasible:

- Procure goods and services from Ontario businesses and businesses of Ontario's trading partners.

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- Apply weighted domestic criteria in procurement bid evaluations vendors to demonstrate how they meet Ontario's environmental and labour standards), and
- For procurements with an estimated value of \$50 million or more, include an Industrial Regional and Technology Benefit (IRTB) requirement for vendors. The IRTB requires vendors bidding on large procurements to detail how their proposals would provide local economic benefits for the province.

For procurements above monetary thresholds in trade agreements, domestic and international, BOBI related questions must be included in your RFPs, and these questions must be weighted from 25% to 40% of the total value of an RFP's bid evaluation scoring.

The following goods and services are not prescribed for the purposes of the Act:

- A good or service that is not available from an Ontario business.
- A good or service required for an emergency.
- A good or service procured pursuant to a standing offer, vendor of record arrangement or a multi- use list.
- A good or service procured for commercial sale or resale or for use in the production of a good or service intended for commercial sale or resale.
- The services of a lawyer, paralegal, or notary public.
- The services of an expert witness to be used in a court or legal proceeding.

### **Procurement Restriction Policy for U.S. Businesses**

In response to the U.S. governmental tariffs on Canadian goods, Ontario public sector organizations are restricted from buying from U.S. businesses (dated March 4, 2025).

This policy applies:

- To all new procurements of goods and services (consulting and non-consulting) at any value.
- Regardless of the method of procurement – invitational, open competitive or non-competitive.

### **Policy Exceptions:**

Procurement from a U.S. business is permitted only if:

- The U.S. business is the only viable source, and
- The procurement cannot be delayed

Both conditions must be met.

### **Other Exceptions:**

- Procurements already in progress (e.g., procurement documents already issued)
- Use of existing Vendor of Record (VOR) arrangements or shared services agreements
- Urgent or unforeseen situations
- Contract extensions that were part of the original procurement document are not affected by this policy

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## Authorization and Documentation

- Executive Director approval is required for any procurement involving a U.S. business.
- A detailed business case or requisition form must be submitted and approved.
  - The business case/requisition form must include:
    - Explanation why a business U.S. business is the only viable option
    - Why the procurement cannot be delayed (e.g. risk to health and safety)
    - Summary of due diligence or market research conducted
    - Risk assessment and compliance of findings

## Appendix A: Ontario Broader Public Sector Supply Chain Code of Ethics

Goal: To ensure an ethical, professional, and accountable BPS supply chain.

### I. Personal Integrity and Professionalism

Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care, and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers, and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

### II. Accountability and Transparency

Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient, and effective manner.

### III. Compliance and Continuous Improvement

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

## Appendix B – Definitions

**“Goods and services”** mean any goods, construction, and services, including but not limited to IT and consulting services;

**“Members of an Organization”** means all trustees, members of the board of directors, senior executives, and employees of the Organization, or their equivalent;

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**“Supply Chain Activities”** means all activities directly or indirectly related to the Organization’s planning, sourcing, procurement, moving, and payment processes.

**“Accountability”** means the obligation of an employee, agent, or other person to answer for or be accountable for, work, action, or failure to act following delegated authority.

**“Agreement”** means the formal written document that will be entered into at the end of the procurement process.

**“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.

**“Award”** means the notification to a proponent of acceptance of a proposal, quotation or tender that brings a contract into existence.

**“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

**“Blanket purchase contract”** means any contract for the purchase of goods and services which will be required frequently or repetitively but where the exact quantity of goods and services required may not be precisely known or the time period during which the goods and services are to be delivered may not be precisely determined

**“Bid”** means a proposal, quotation or tender submitted in response to a solicitation from a contracting authority. A bid covers the response to any of the three principal methods of soliciting bids, i.e., Request for Proposal, Request for Tender and Request for Quotation.

**“Bid Protest”** means a dispute raised against the methods employed or decisions made by a contracting authority in the administration of a proposal, tender, or quotation process.

**“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.

**“Conflict of Interest”** means a situation in which financial or other personal considerations have the potential to compromise or bias professional judgment and objectivity. An apparent conflict of interest is one in which a reasonable person would think that the professional’s judgment is likely to be compromised.

**“Construction”** means construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

**“Consultant”** means a person or entity that under an agreement, other than an employment agreement, provides

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expert or strategic advice and related services for consideration and decision-making. A consultant provides expert or strategic advice related to operational consideration and decision-making and not to clinical or case management decision making. A consultant does not include services associated with implementing projects once a strategic decision has been made by Management.

**“Consulting Services”** means the provision of expertise or strategic advice that is presented for consideration and decision-making. Consulting Services provide advice for operational consideration and decision making and not in relation to clinical or case management services.

**“Contract”** means an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do or abstain from doing some act. It is essential to the creation of a contract that the parties intend that their agreement shall have legal consequences and be legally enforceable. The essential elements of a contract are an offer and an acceptance of that offer; the capacity of the parties to contract; consideration to support the contract; a mutual identity of consent or consensus ad idem; legality of purpose; and sufficient certainty of terms.

**“Designated broader public sector organization”** means an Organization to which section 12 of the Broader Public Sector Accountability Act, 2010 applies.

**“Electronic Tendering System”** means a computer-based system that provides suppliers with access to information related to open competitive procurements.

**“Evaluation Criteria”** means a benchmark, standard or yardstick against which accomplishment, conformance, performance, and suitability of an individual, alternative, activity, product, or plan is measured to select the best supplier through a competitive process. Criteria may be qualitative or quantitative in nature.

**“Evaluation Matrix”** means a tool allowing the evaluation team to rate supplier proposals based on multiple pre-defined evaluation criteria.

**“Evaluation Team”** means a group of individuals designated/responsible to make award recommendation. The evaluation team would typically include representatives from the Organization and subject matter expert(s). Each member participates to provide business, legal, technical, and financial input.

**“Goods”** means moveable property (including the costs of installing, operating, maintaining, or manufacturing such moveable property) including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract.

**“Goods and Services/Goods or Services”** means all goods and/or services including construction, consulting services, and information technology.

**“Information Technology”** means the equipment, software, services, and processes used to create, store, process, communicate and manage information.

**“Invitational Competitive Procurement”** means any form of requesting a minimum of three (3) qualified suppliers to submit a written proposal in response to the defined requirements outlined by an individual/organization.

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**“Non-discrimination”** means fairness in treating suppliers and awarding contracts without prejudice, discrimination, or preferred treatment.

**“Offer”** means a promise or a proposal made by one party to another, intending the same to create a legal relationship upon the acceptance of the offer by the other party.

**“Procurement”** means acquisition by any means, including by purchase, rental, lease, or conditional sale, of goods or services.

**“Procurement Card (P-Card)”** means an organizational credit card program primarily used for low-cost, non-inventory, non-capital items, such as office supplies. The card allows procurement or field employees to obtain goods and services without going through the requisition and authorization procedure. P-cards may be set up to restrict the use of specific purchases with pre-defined suppliers or stores and offer central billings.

**“Procurement Policies and Procedures (PPP)”** means a framework and mandatory requirements to govern how Organizations conduct sourcing, contracting, and purchasing activities, including approval segregation and limits, competitive and non-competitive procurement, conflict of interest and contract awarding.

**“Procurement Value”** means the estimated total financial commitment resulting from procurement, taking into account optional extensions.

**“Professional service supplier”** means a supplier of services requiring professional skills for a defined service requirement including Lawyers, Psychologists, management, and financial consultants; and firms or individuals having specialized competence in planning or other disciplines

**“Purchase Order (PO)”** means a written offer made by a purchaser to a supplier formally stating the terms and conditions of a proposed transaction.

**“Purchase requisition”** means a written or electronically produced request in an approved format and duly authorized to obtain goods or services

**“Request for Expressions of Interest (RFEI)”** means a document used to gather information on supplier interest in an opportunity or information on supplier capabilities/qualifications. This mechanism may be used when a BPS organization wishes to gain a better understanding of the capacity of the supplier community to provide the services or solutions needed. A response to an RFEI must not pre-qualify a potential supplier and must not influence their chances of being the successful proponent at any subsequent opportunity.

**“Request for Information (RFI)”** means a document issued to potential suppliers to gather general supplier, service, or product information. It is a procurement procedure whereby suppliers are provided with a general or preliminary description of a problem or need and are requested to provide information or advice about how to better define the problem or need, or alternative solutions. A response to an RFI must not pre-qualify a potential supplier and must not influence their chances of being the successful proponent on any subsequent opportunity.

**“Request for Proposal (RFP)”** means a document used to request suppliers to supply solutions for the delivery of

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complex products or services or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor.

**“Request for Supplier Qualifications (RFSQ)”** means a document used to gather information on supplier capabilities and qualifications, with the intention of creating a list of pre-qualified suppliers. This mechanism may be used either to identify qualified candidates in advance of expected future competitions or to narrow the field for an immediate need. Organizations must ensure that the terms and conditions built into the RFSQ contain specific language that disclaims any obligation on the part of the Organization to call on any supplier to provide goods or services as a result of the pre-qualification.

**“Requisition”** means a formal request to obtain goods or services made within an organization, generally from the end-user to the procurement department.

**“Sealed bid”** means a formal sealed response received as a part of a quotation, tender, or proposal.

**“Segregation of Duties”** means a method of process control to manage conflict of interest, the appearance of conflict of interest, and errors or fraud. It restricts the amount of power held by any one individual. It puts a barrier in place to prevent errors or fraud that may be perpetrated by one individual.

**“Services”** means intangible products that do not have a physical presence. No transfer of possession or ownership takes place when services are sold, and they (1) cannot be stored or transported, (2) are instantly perishable, and (3) come into existence at the time they are bought and consumed.

**“Supplier/Vendor”** means any person or organization that, based on an assessment of that person’s or organization’s financial, technical, and commercial capacity, is capable of fulfilling the requirements of procurement.

**“Supply Chain Activities”** means all activities whether directly or indirectly related to organizational plan, source, procure, move, and pay processes.

**“Trade Agreements”** means any applicable trade agreement to which Ontario is a signatory.

**“Supplier Debriefing”** means a practice of informing a supplier why their bid was not selected upon completion of the contract award process.

**“Vendor of Record” (VOR)** is a procurement arrangement resulting from a fair, open, transparent, and competitive process that authorizes one or more qualified vendors to offer specific goods or services for a defined period of time on terms and conditions, including pricing and/or discounting, as set out in a particular VOR agreement

## **Appendix C – Exemptions and Exceptions to Competitive Procurement Requirements**

The Society should employ a competitive procurement process to achieve optimum value for money. It is recognized however that certain circumstances and activities may require the Society to use non-competitive procurement. The circumstances and activities that will be excluded from the competitive procurement requirements of this policy are noted below. These exceptions are generally consistent with the Agreement on Internal Trade (AIT) or other trade agreements.

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The exception is for a non-competitive procurement of the good or service that falls within the categories listed and is not an exemption with respect to the administration, documentation, contract management, or other requirement of the procurement policy.

#### Licensed Professionals

The procurement of services from licensed professionals excluding engineers, land surveyors, architects and accountants are exempted from competitive procurement requirements.

#### Specific Services for Society Clients

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 by the agency; and services for other individuals and families who are clients of the Society are exempted from competitive procurement requirements.

Utilities and witness services for court proceedings are also exempt from competitive procurement requirements.

#### Single and Sole Source Supply

Where only one supplier is available to meet the requirements of the Society's procurement including the following circumstances:

- to ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- where there is an absence of competition where the goods or services can be supplied only by a particular supplier and no alternative or substitute exists;
- for work to be performed on the behalf of the Society through a building lease agreement where the lessor will invoice costs back to the lessee;
- for work to be performed according to provisions of a warranty or guarantee held in respect of the original work;
- for the procurement of a prototype or a first good or service to be developed that may be needed for research purposes, a particular study, or other original purposes;
- for the purchase of goods under duress such as bankruptcy or receivership, where the Society has clearly documented the advantageous value that would be received;
- for the procurement of real property;
- for additional deliveries by the original supplier of goods or services that were not included in the initial procurement if a change of supplier for such additional goods or services cannot be made for economic/technical reasons or would cause significant inconvenience or substantial duplication of costs.

All single or sole source awards must be published.

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### Limiting Circumstances

Limiting circumstances may exist where inherent factors limit the procurement process that can be undertaken. Under limiting circumstances, the Society can deviate from competitive procurement requirements provided it does not do so for the purpose of avoiding competition between suppliers or in order to discriminate against suppliers.

Limiting circumstance may include:

- where goods or consulting services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through an open tendering process could reasonably be expected to compromise the Society confidentially, cause economic disruption or otherwise be contrary to the public interest;
- in the absence of a receipt of any bids in response to a call for tenders made in accordance with the directive;

### Emergency Situations

For the purpose of this procedure, an “Emergency” means a situation where the immediate purchase of goods and services is essential to prevent serious delays in service delivery or to prevent or remedy damage to Society property or to restore an essential service; and the event was not foreseeable by the Society.

An “Emergency” includes an imminent or actual danger to the life, health, or safety of an official or an employee while acting on the Society’s behalf (e.g., emergency boiler repairs or replacement), an imminent or actual danger of injury to or destruction of real or private property belonging to the Society.

Under emergency circumstances, the Executive Director has the authority to take the necessary steps to address the emergency only if it is strictly necessary and will subsequently inform the Board of Directors of the actions taken setting out the details of any purchases made pursuant to this authority and the circumstances justifying the action taken.

## **Appendix D – Approval Authority Schedule**

**Department:** Accounting, Information Technology, Senior Leadership  
**Policy Name:** Finance - Procurement Policy

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Position	Contract Authority	Administrative Confirmation	Spending Authority	Payment Authority
Executive Director	Unlimited within approved budget allocation	Unlimited within approved budget allocation	Unlimited within approved budget allocation	Unlimited*
Director of Finance and Administration	Up to \$100,000	Up to \$100,000	Up to \$100,000	Unlimited*
Director of Human Resources	Up to \$25,000	Up to \$25,000	Up to \$25,000	
Senior Director of Service	Up to \$25,000	Up to \$25,000	Up to \$25,000	
Director of Services	Up to \$15,000	Up to \$15,000	Up to \$15,000	
Director of IT and Facilities		Up to \$15,000	Up to \$15,000	
Director of Equity, Diversity & Inclusion		Up to \$5,000	Up to \$5,000	
Director of Legal Services		Up to \$5,000	Up to \$5,000	
Manager of Finance			Up to \$1,000	Batch process up to \$1 million
Supervisors**			Up to \$500	
Payroll & Benefits Specialist				Up to \$600,000 for payroll remittances
Executive Assistant Administrative Supervisor CFA Supervisors			Up to \$250	

**Approval from the Board of Directors is required for expenditures in excess of \$100,000 that are not within the approved operating budget and/or budget submission.**

Spending authority limits apply only to the department or service area of the approver. Excludes the Executive Director and Director of Finance and Administration.

\*\* Includes Intake, Family, Children's Service, Resources, Kinship Supervisors, Manager of Community Outreach and Access Program Manager.

Individuals receiving delegated authority must ensure that decisions comply with relevant agency policies. Administrative confirmation is only exercised where prior contract approval has been received and where the contract is still valid.