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| POLICY & PROCEDURE MANUAL | | Subject: PROCUREMENT POLICY | | |
| Section: FINANCE – PROCEDURES | | Policy Number: FIN-PRO 206 | | Page: Page 1 of 4 |
| Date Approved: JUNE 2024 | Effective Date: JUNE 2024 | Date Reviewed: JUNE 2024 | Date Revised: JUNE 2024 | Next Review Date: JUNE 2026 |

PURPOSE & APPLICATION

This policy provides guidance to all procurement activities to ensure that CHOICES is in compliance with the Broader Public Sector Accountability Act Procurement Directive.

POLICY

Choices Association Inc.’s (CHOICES) procurement function shall be performed in an open, fair and transparent manner where goods and services are procured in a competitive environment and where all transactions yield the optimal benefit to the agency. CHOICES aspires to high ethical, legal, environmental, managerial and professional standards in the management of the resources entrusted to it following the Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics.

Personal Integrity and Professionalism

All broader public sector (BPS) supply chain participants will 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 will be demonstrated for each other and for the environment. Confidential information will be safeguarded. Participants will not accept gifts and favours, provide preferential treatment, publicly endorse suppliers or products or engage in any other activity that would create, or appear to create, a conflict of interest.

Accountability & Transparency

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

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|-------------------------------|--------------------|-------------------------|
| Section: Finance – Procedures | Title: Procurement | Policy No.: FIN-PRO 206 |
|-------------------------------|--------------------|-------------------------|

Compliance & Continuous Improvement

All BPS supply chain participants will comply with this Code of Ethics and the laws of Canada and Ontario. Participants should continuously work to improve supply chain policies and procedures, to improve supply chain knowledge and skill levels, and to share leading practices. CHOICES staff procuring WHMIS-controlled products will ensure that suppliers are fully compliant with WHMIS regulations, correctly identify and label products, and provide Safety Data Sheets (SDS) as required.

Segregation of Duties

The following segregation of duties is in place to ensure goods and services are purchased in an efficient and cost-effective manner and to establish internal control over the authorization of expenses:

Requisition of goods and services

Requests for goods and services can be requested throughout the organization and sent to the appropriate Director/Manager for approval within their respective scope of authority.

Budgeting for the purchase of goods and services

Budgets for purchase of goods and services are set annually by the Leadership Team and approved by the Board of Directors.

Receipt of goods and services

Goods and services received are checked for accuracy and completeness against the packing slip and forwarded to the Finance Department or designate.

Payment approval for goods and services

Financial signing authority rests with Managers, Directors, and the ED consistent with the Approval Authorization Schedule and within the approved annual budget.

Contracts or Agreements

Based on the assumption of thorough vetting and within the approved annual budget, the following will apply:

1. All contracts, leases and partner agency agreements are to be signed by Managers, Directors and/or the Executive Director (ED) consistent with their approval authority.
2. All contracts, lease and partner agency agreement renewals or amendments are to be signed by Managers, Directors and/or the ED consistent with their approval authority.
3. Offers of employment or employment contracts are signed by the hiring supervisor.
4. Program training agreements are signed by the appropriate Manager, Director and/or ED.
5. Acceptance of bequests and endowments are signed by the ED and Board Chair.
6. Approval to consult with legal counsel occurs through discussion with and approval by the ED.
7. The following areas fall under the Procurement Limits:

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|--------------------------------------|---------------------------|--------------------------------|
| Section: Finance – Procedures | Title: Procurement | Policy No.: FIN-PRO 206 |
|--------------------------------------|---------------------------|--------------------------------|

- i. All consultant agreements:
- ii. Equipment purchases; and
- iii. Supply contracts.

Competitive Procurement Thresholds

CHOICES has established the following competitive procurement thresholds in accordance with the Broader Public Sector (BPS) Procurement Directive:

Goods, Non-Consulting Services and Construction

\$0 up to but not including \$500 can be approved without a Purchase Order. Any purchase in excess of \$500 will require a Purchase Order.

Consulting Services

All purchases will follow the mandatory requirements under the BPS Procurement Directive for open competitive procurement.

Sole Sourcing Exemption

Where only one supplier is able to meet the requirements of a procurement, CHOICES will conduct non-competitive procurement.

All non-competitive and competitive procurement purchases are made within the following process:

1. Requests for purchase are generated by staff and approved through the Managers, Directors or the ED.
2. Goods received are matched to packing slips.
3. Invoices are initialed for approval for payment by appropriate Managers, Directors or the ED.
4. Cheque and EFT requisitions are reviewed and approved prior to being issued.

Monitoring Report Requirements

1. Annual listing of contracts awarded over \$25,000, disclosing the supplier and the amount will be provided to the Board of Directors at the meeting following the end of the fiscal year.
2. Annual listing of any approvals for purchases/contracts outside of approved budget to be provided to the Board of Directors at the meeting following the end of the fiscal year.

QUALITY MEASURES

Deviation from policy

ASSOCIATED FORMS

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|-------------------------------|--------------------|-------------------------|
| Section: Finance – Procedures | Title: Procurement | Policy No.: FIN-PRO 206 |
|-------------------------------|--------------------|-------------------------|

ASSOCIATED POLICIES

FIN-ADM 104 Authority and Approval Policy

REFERENCES

[Broader Public Sector Procurement Directive, issued by Management Board of Cabinet, April 1, 2011](#)