COMMUNITY LIVING
Guelph Wellington

Classification: **Administration – Finance**		Procurement
Policy #: **A430**		Effective Date: **June 2015**
Revised Date: **May 2023**	Review Date: **May 2023**	Next Review: **May 2026**

Purpose

The Procurement policy establishes the procedures for purchasing goods and services on behalf of Community Living Guelph Wellington (CLGW).

Policy

Community Living Guelph Wellington (CLGW) procures goods and services utilizing the five (5) principles noted in the Broader Public Sector (BPS) Procurement Directive:

1. **Accountability**
   Organizations must be accountable for the results of their procurement decisions and the appropriateness of the processes.

2. **Transparency**
   Organizations must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.

3. **Value for Money**
   Organizations must maximize the value they receive from the use of public funds. A value-for-money approach aims to deliver goods and services at the optimum total life-cycle cost.

4. **Quality Service Delivery**
   Front-line services provided by Organizations, such as teaching and patient care, must receive the right product, at the right time and in the right place.

5. **Process Standardization**
   Standardized processes remove inefficiencies and create a level playing field.

All individuals involved in the purchase of products and services adhere to the BPS Supply Chain Code of Ethics and Conflict of Interest declarations.

All purchases are to be within approved budgetary limits. Authorized positions can approve purchases as outlined in Policy C190 – Purchasing and Authorization Limits. The value of procurement for approval purposes will not include applicable sales taxes.

Community Living Guelph Wellington follows appropriate procedures to ensure receipt of maximum value for purchased services and products.

Associated Documents

- A420 Reimbursement of Expenses
- C510 Acquisition of Property
- C515 Planned Building Renovations
- FI03 Cheque Request
- Agreement on Internal Trade (AIT)
- BPS Supply Chain Code of Ethics
- Conflict of Interest Declaration

Procedure

Goods, Non-Consulting Services and Construction

Under $3,000: Purchases may be made from a known supplier who has built a viable relationship with Community Living Guelph Wellington (CLGW). Alternatively, the purchase may be made from a supplier identified through membership on the Guelph Co-operative Purchasing Group, or a Vendor of Record (VOR) – see description under General section of this policy. If none of these options are available, at least one quote must be obtained (can be by telephone, internet, written). An annual review of regular suppliers should be undertaken to ensure CLGW is receiving the best value. A completed, authorized Fi03 Cheque Request with quote information attached is to be forwarded to the finance department.

$3,000 - $24,999: Written quotations must be obtained from at least two suppliers unless the desired supplier is a Vendor of Record (VOR) - see description under General section of this policy. If they are a VOR, only one quote is required for this threshold. For ongoing supplies/services, a quotation process must be completed every three years, with the exception of CLGW's external auditors, which must have a quotation process completed every three to five years as per CLGW's Finance, Risk & Quality Committee. A completed, authorized Fi03 Cheque Request with written quotes attached is to be forwarded to the finance department.

$25,000 - $99,999: At least three suppliers must be invited to submit a written bid for the requested goods, non-consulting services or construction, unless the desired supplier is a Vendor of Record (VOR) - see description under General section of this policy. If they are a VOR, only one quote is required for this threshold. This is known as an Invitational Competitive process and is outlined in C195 Invitational, Open and Non-Competitive Procurement Processes.

For ongoing supplies/services, a quotation process must be completed every three years, with the exception of CLGW's external auditors, which must have a quotation process completed every three to five years as per CLGW's Finance, Risk & Quality Committee. A completed, authorized Fi03 Cheque Request with all documentation attached is to be forwarded to the finance department.

$100,000 or more: An open competitive process is required as outlined in C195 Invitational, Open and Non-Competitive Procurement Processes. A completed, authorized Fi03 Cheque Request with all documentation attached is to be forwarded to the finance department. Please note that the Vendors of Record process (see description below) does not apply here.

Special circumstances may require CLGW to use a non-competitive procurement (single/sole sourcing) process for goods, non-consulting services and construction services. If this is deemed necessary or in the best interest of CLGW, the executive director shall approve the purchase prior to negotiation with the vendor. A business case must be provided to the executive director outlining the rationale for this non-competitive approach.

Consulting Services

Consulting services are defined as the provision of expertise or strategic advice that is presented for consideration and decision-making. This does not include direct client services Purchase of Service Agreements (e.g., psychologist services). Please note that Vendors of Record process (see description below) does not apply here.

Up to $99,999: At least three suppliers must be invited to submit a written bid for all consulting services. This is known as an Invitational Competitive process and is outlined in C195 Invitational, Open and Non-Competitive Procurement Processes. A completed, authorized Fi03 Cheque Request with all documentation attached is to be forwarded to the finance department.

$100,000 or more: An open competitive process is required as outlined in C195 Invitational, Open and Non-Competitive Procurement Processes. A completed, authorized Fi03 Cheque Request with all documentation attached is to be forwarded to the finance department.

Special circumstances may require CLGW to use a non-competitive procurement (single/sole sourcing) process for consulting services. If this is deemed necessary or in the best interest of CLGW, the executive director shall approve the purchase prior to negotiation with the vendor. A business case must be provided to the executive director outlining the rationale for this non-competitive approach.

General

Vendors of Record (VOR): The Ontario Ministry of Government Services (MGS) has established VOR arrangements that are available to organizations. Organizations may utilize VOR arrangements established by MGS to streamline the procurement process.

Community Living Guelph Wellington is registered to participate in the VOR program. This means that goods, non-consulting and construction services procurement up to $99,999 can utilize this program; procurement processes in excess of $99,999 must use the competitive process, even if a vendor is an established Vendor of Record. This program does not apply to consulting services procurement.

A list of MGS-established VOR arrangements is published at: https://www.ontario.ca/page/doing-business-government-ontario

The MGS establishes VOR arrangements on an ongoing basis, CLGW employees should visit this website regularly.

Group Buying: Community Living Guelph Wellington will partner with other agencies and be a member of the local purchasing cooperative (i.e., Guelph Co-operative Purchasing Group) to obtain the benefits of group purchasing, providing the savings are greater than that negotiated by CLGW as an individual organization.

Employees will not reduce the overall value of procurement (e.g., dividing a single procurement into multiple procurements) in order to circumvent the approval requirements of the approval authorization schedule and/or C195 Invitational, Open and Non-Competitive Processes

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. This is a mechanism to gather information only. It does not pre-qualify suppliers and cannot be used to influence decisions in subsequent competitive procurement activities. Please refer to Section 10.3.3.2 of the Broader Public Sector Procurement Directive Implementation Guidebook, April 2011 for further details

Request for Supplier Qualification (RFSQ): This process enables organizations to gather information about supplier capabilities and qualifications in order to pre-qualify suppliers for an immediate product or service need or to identify qualified candidates in advance of expected future competitions. This process can effectively narrow the field of potential suppliers to proceed to a second stage in a competitive procurement process. This process can also be the basis for an internal VOR arrangement. Please refer to Section 10.3.3.3. of the Broader Public Sector Procurement Directive Implementation Guidebook, April 2011 for further details. The procurement process must include circumstances in which a consultant or contractor can claim and be reimbursed for expenses and must be in accordance with C170 Corporate Expense policy. Under no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors under the rules or in any contract between CLGW and a consultant or contractor. Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.

Other: Commitments which require a signed contract must be reviewed by the Finance Manager before a contract is signed or renewed.

Local suppliers are given preference unless there is significant cost savings by going outside the Wellington Community.

Leasing may be considered when viable and cost-effective (e.g., IT-related equipment).