



Policy #:	FN-11
Re:	PROCUREMENT (BUYING THINGS)
Approved By:	Board of Directors
Effective Date:	29 January 2013
Revised Date:	31 January 2023
Next Review:	31 January 2027
Reference(s):	Broader Public Sector Procurement Directive
Procedure:	FN-11 – Procurement Procedure

It is the policy of the Society that:

1. We will follow the Ministry rules about how we buy things and services. These rules are in the “Broader Public Sector Procurement Directive”.

There are five important areas in the Directive we will follow:

- (1) **Accountability** – we will take responsibility for the decisions we make about how we buy things and services
- (2) **Transparency** – we will be open about the decisions and how we make them. When possible, we will share information with the public on how to compete for opportunities to sell us things and services.
- (3) **Value for Money** – because we are using public money, we will look for the best deals that provide good quality.
- (4) **Quality Service Delivery** – getting the right service or item at the right time in the right place
- (5) **Process Standardization** – remove red tape and create a level playing field for people or businesses to sell us things

2. When we need to purchase something, we will follow the approval levels below.

Amount Spent:	Approval Level
Up to \$250	Frontline
Up to \$5,000	Managers
Up to \$10,000	Directors
Up to \$25,000	Executive Director
Over \$25,000	Board of Directors

3. If the Board of Directors has already approved an expense over \$25,000 in the annual budget,



the Board does not need to approve the expense again at the time of purchase.

4. When we are purchasing something, we will follow these ways of getting it:

Amount	Means of Procurement
Up to \$5000	Cheque requisition, credit card, purchase order
\$5000 to \$25,000	Cheque requisition, credit card, purchase order, three written quotes
\$25,000 – \$99,999	Invitational competitive process – minimum of 3 suppliers invited to bid All consulting services up to \$99,999
All goods & services over \$100,000	Open competitive process

5. When we are getting quotes or inviting bids for a service or product, we will ensure that we have been intentional in reaching out specifically to Black, Racialized, and Indigenous owned businesses and providers and letting them know about the opportunity. These efforts will be documented as part of the process.

6. When we need to make an exception to the spending approval levels or ways of buying something, it will be only for these reasons:

- Things in the Collective Agreement including payments for benefits
- Payments to foster families, Formal Customary Care families or outside paid resources (called “Boarding Rate Payments”)
- Professional services including psychologists, psychiatrists, medical doctors, nurses, dentists, pharmacists, engineers, land surveyors, architects, accountants, and lawyers.
- Support services for children, youth, and families who are being served by the agency.

These expenditures will have their own processes in place.

7. There may be other special circumstances that require the Society to use non-competitive procurement. The Society will only do this for situations that are in the Broader Public Sector Procurement Directive Implementation Guidebook from the Ministry of Finance. Approval for non-competitive procurement will be done before we buy anything, and the reasons written down in a manner that is clearly understood. It is only the Executive Director and the Board of Directors that can give the approval for this:

Expenditure Amount	Non-Competitive Procurement Approval
\$5,000 - \$10,000	Executive Director
\$10,001 - \$99,999	Board of Directors