

**Policy No.:** FN-27  
**Re:** Procurement & Approval Levels  
**Approved By:** Board of Directors  
**Effective Date:** January 29, , 2013

It is the policy of the Society that:

The Sarnia Lambton Children's Aid Society shall comply with the Broader Public Sector Procurement Directive. Appropriate procedures shall be established.

Procurement conducted by the Society shall be based on five principles:

- Accountability – accountable for the results of the procurement decisions and the appropriateness of the processes
- Transparency – transparent to all stakeholders. When possible, stakeholders have equal access to information on procurement opportunities, processes and results
- Value for Money –maximize the value received for the use of public funds.
- Quality Service Delivery – front line services deliver the right service/product at the right time in the right place
- Process Standardization – remove inefficiencies and create a level playing field

Spending shall be in accordance with the approval levels set out below. Spending shall occur within the overall budget approved the Board of Directors. Spending on amounts not included in the budget shall be approved by the Board of Directors.

Amount	Approval Level
<b>Up to \$250</b>	Front Line
<b>Up to \$5000</b>	Supervisor
<b>Up to \$10,000</b>	Director
<b>Up to \$25,000</b>	Executive Director
<b>Over \$25,000</b>	Board of Directors

If the Board of Directors has already approved an expense over \$25,000 in the annual budget, it is not necessary for the Board to approve the expense again at the time of purchase.

Means of Procurement shall be in accordance with the amounts set out below:

Amount	Means of Procurement
<b>Up to \$5000</b>	cheque requisition, credit card, purchase order
<b>\$5000 - \$25,000</b>	Cheque requisition, credit card, purchase

	order, 3 written quotes
<b>\$25,000 – \$99,999</b>	Invitational competitive process – minimum of 3 suppliers invited to bid
<b>All consulting services up to \$99,999</b>	Invitational competitive process – minimum of 3 suppliers invited to bid
<b>All goods &amp; services over \$100,000</b>	Open competitive process

Exceptions to the procurement policy include:

- Obligations under the Collective Agreement including payments for benefits
- Boarding rate payments including outside paid resources
- Procurement for 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 shall have separate procedures or processes in place.

Other special circumstances in addition to those listed above may require the Society to use non-competitive procurement. The Society shall only use non-competitive procurement in situations that are outlined in the Broader Public Sector Procurement Directive Implementation Guidebook issued by the Ministry of Finance in April 2011. Approval for non-competitive procurement shall be obtained before the procurement of goods and/or services is committed or finalized. Approval shall be documented with rationale in a manner that is clearly understood at the levels set out below:

EXPENDITURE AMOUNT	Non-Competitive Procurement Approval
\$5,000.00 - \$10,000.00	<b>Executive Director</b>
\$10,001.00 - \$99,999.00	<b>Board of Directors</b>