

SUBJECT: **CORPORATE PROCUREMENT POLICY**

St. Joseph's Continuing Care Centre, a Roman Catholic facility, reveals God's love and mercy through compassionate care focussed on the body, mind and soul for residents, patients, families, employees, medical staff and volunteers.

PURPOSE: The objective of this document is to establish policies and guidelines for the procurement of goods and services at St. Joseph's Continuing Care Centre (the Centre). The Centre confirms its commitment to adhere to the *Broader Public Sector (BPS) Procurement Directive*.

SCOPE: This policy applies to the procurement of goods, construction, and services, including but not limited to information technology and consulting services.

PRINCIPLES: 1. In accordance with the *BPS Procurement Directive*, the Centre's procurement process is based on five key principles to achieve value for money while following a procurement process that is fair and transparent to all stakeholders:

- 1.1 Accountability: Organizations must be accountable for the results of their procurement decisions and the appropriateness of the processes.
- 1.2 Transparency: Organizations must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
- 1.3 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 lifecycle cost.
- 1.4 Quality Service Delivery: Front-line services provided by Organizations, such as teaching and patient care, must receive the right product, at the right time, in the right place.
- 1.5 Process Standardization: Standardized processes remove inefficiencies and create a level playing field.

2. Staff is expected to include health and safety, and environmental considerations in the evaluation of all purchases of goods and services.

POLICY: 1. It is the responsibility of the approver to ensure the procurement of goods authorized through their departments are in accordance with this Policy.

2. Where an open competitive process is required, the procurement documents will be reviewed by the Director of Finance and Administration or delegate before issuing the tender or Request for Proposal (RFP) and/or posting on an electronic tendering system.

3. When determining the approval level threshold, the requisitioner must not reduce the overall value of procurement (e.g., dividing a single procurement into multiple procurements) in order to circumvent competitive procurement thresholds.

4. Segregation of Duties

As an internal control, the segregation of duties and delegation of authority are maintained to ensure the integrity of the process by reducing the exposure to inappropriate, unauthorized or unlawful expenditures. The segregation of duties is to prevent one person from having both access to assets and the responsibility for maintaining the accountability of those same assets. The segregation of duties is done so that no one employee or group will be in a position to perpetrate and to conceal errors or fraud in the normal use of their duties.

The following chart presents segregated responsibilities by function:

Role	Explanation	Who
Requisition	Authorization for the department to place an order	Purchase requisitioner along with appropriate approver
Budget	Authorization that funding is available for cost of purchase	Department Manager or Director of Finance and Administration
Commitment	Authorization for the release of the order to the supplier under agreed-upon terms	Purchasing Officer
Receipt	Confirmation that the order was physically received, correct and complete.	Storekeeper
Payment	Processing of payment to the supplier	Financial Analyst

5. Approval Authority Schedule

Procurement Approval Authority Schedule (AAS) for Goods, Non-consulting Services		
Procurement Method	Procurement Value	Approval Authority
Non-competitive	Goods or services < \$1,000	Department Manager or delegated authority
Non-Competitive	Goods and services, \$1,000 up to \$9,999 (NOTE: Staff will obtain three quotes, if possible.)	Department Manager
Invitational Competitive	Goods and services: \$10,000 up to \$99,999	Executive Director
Open competitive	Goods and services: \$100,000 or more	Board of Directors
Exemption-based non-competitive	Single or sole source: \$10,000 up to \$99,999	Executive Director
Exemption-based non-competitive	Single or sole source: \$100,000 or more	Board of Directors

Procurement Approval Authority Schedule (AAS) for Consulting Services		
Procurement Method	Procurement Value	Approval Authority
Invitational Competitive	\$0 up to but not including \$100,000	Executive Director
Open competitive	Consulting services: \$100,000 or more	Board of Directors
Exemption-based non-competitive	Single or sole source Consulting Services: < \$25,000	Executive Director
Exemption-based non-competitive	Single or sole source Consulting Services: \$25,000 or more	Board of Directors

6. Competitive Procurement Thresholds

All consulting services must be procured competitively, irrespective of value.

Goods, Non-consulting Services and Construction		
Total Procurement Value	Means of Procurement	Recommended/ Required
\$0 up to but not including \$100	Petty Cash or credit card	Recommended
\$100 up to but not including \$1,000	Purchase order or credit card	Recommended
\$1,000 up to but not including \$10,000	Purchase order	Recommended
\$10,000 up to but not including \$100,000	Invitational competitive procurement* (minimum of three suppliers are invited to submit a bid)	Recommended
\$100,000 or more	Open competitive process**	Required

Consulting Services		
Total Procurement Value	Means of Procurement	Recommended/ Required
\$0 up to but not including \$100,000	Invitational or competitive procurement*	Required
\$100,000 or more	Open competitive process**	Required

* 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.

** 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. The calls for open competitive procurements must be made through an electronic tendering system.

7. Single Source / Sole Source Acquisition (See Appendix A)

The exemptions from a competitive procurement will be in accordance with the *Agreement on Internal Trade (AIT)* Annex 502.4. In instances where the competitive process is not followed, a *Single/Sole Source Acquisition Form* (in Appendix A) is to be completed by the authorized requestor defining the reasons for the non-compliance and endorsed by the Executive Director prior to award. To properly complete the form, background information will be required such as the justification, actions taken and timing of the required product. The document is to be signed by the authorized requestor in order to ensure their accountabilities are understood through the procurement process.

8. Cooperative Purchasing

The Centre may participate in memberships in Group Purchasing Organizations (GPOs) to benefit from better pricing or volume discounts.