

Subject:	CORPORATE PROCUREMENT POLICY		
Section:	Corporate Policy	Policy Number:	3-a-91

Inspired by the Religious Hospitallers of St. Joseph, we reveal God's love and grace for all, through compassionate care, focused on the body, mind and soul of those whose lives we touch.

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 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
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 Coordinator

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 \$121,200	Executive Director
Open competitive	Goods and services: \$121,200 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 \$121,200	Executive Director

Open competitive	Consulting services: \$121,200 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 \$3,000	Purchase order or credit card	Recommended
\$3,000 up to but not including \$10,000	Purchase order	Recommended
\$10,000 up to but not including \$121,200	Invitational competitive procurement* (minimum of three suppliers are invited to submit a bid)	Recommended
\$121,200 or more	Open competitive process**	Required

Consulting Services		
Total Procurement Value	Means of Procurement	Recommended/ Required
\$0 up to but not including \$121,200	Invitational or competitive procurement*	Required
\$121,200 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.

	<p>CROSS REFERENCE ST. JOSEPH'S CONTINUING CARE CENTRE FINANCIAL SERVICES POLICIES:</p> <ol style="list-style-type: none"> 1. Signing of Cheques, (Policy Number 7-a-25) 2. Petty Cash, (Policy Number 7-a-26) 3. Capital Assets Inventory Control, (Policy Number 7-a-65) 4. Privacy of Confidential Files and E-mail, (Policy Number 7-a-115)
References:	<ol style="list-style-type: none"> 1. St. Joseph's Continuing Care <i>Mission, Vision and Values</i> 2. <i>Broader Public Sector Procurement Directive</i>, Issued by Management Board of Cabinet, Ontario, effective April 1, 2011 3. <i>Agreement on Internal Trade</i>, Consolidated Version, 2009, http://www.ait-aci.ca/en/ait/ait_en.pdf
Approval By:	<p>Board of Directors</p> <p>_____</p>
Effective:	14 March 2011
Reviewed:	<p><u>11 August 2020</u> <u>01 February 2022</u> <u>14 February 2023</u> <u>06 February 2024</u> <u>04 February 2025</u></p>
Revised:	<p><u>07 April 2015</u> <u>05 December 2017</u> <u>07 April 2026</u></p>

Appendix:	Appendix A		
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SINGLE/SOLE SOURCE CERTIFICATION FORM

This documentation must be completed and approved by the Executive Director and may be used as supporting documentation in the case of a competitive dispute. The document must be attached to the procurement documents file and maintained for a period of seven (7) years or as required.

Requisition # _____

1. Identify the type of non-competitive procurement.
 _____ Sole Source (only one available supplier capable of delivering the goods or service).
 _____ Single Source (more than one supplier capable of delivering the goods or services)

2. Identify/specify the allowable exception applicable to this non-competitive procurement (select from page 2 of Appendix A – Sole Source or Single Source, as applicable).

3. Provide supporting rationale as to why an open competitive procurement method cannot be used to acquire the goods or services.

Initiator (Print) _____ (Signature) _____ (Date) _____

Executive Director (Signature) _____ (Date) _____

SINGLE/SOLE SOURCING APPROVAL FORM EXCEPTION CODES

<u>Sole Source</u>	<u>Single Source</u>
<p>Sole Sourcing: means the use of a non-competitive procurement process to acquire goods or services where there is only one available supplier for the source of the goods or service.</p> <p>In accordance with the AIT, in a situation where only one supplier is able to meet the requirements of a procurement, an organization may use sole source strategy when one or more of the allowable exceptions are met.</p> <p>Allowable exceptions for competitive procurements include:</p> <ol style="list-style-type: none"> a. To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licences, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative; b. Where there is an absence of competition for technical reasons and the goods or services can only be supplied by a particular supplier and no alternative or substitute exists; c. For the procurement of goods or services, the supply of which is controlled by a supplier that is a statutory monopoly; d. For the purchase of goods on a commodity market; e. For work to be performed on or about a leased building or portions thereof that may be performed only by the leaser; f. For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work; g. For a contract to be awarded to the winner of a design contest; h. For the procurement of a prototype or a first good or service to be developed in the course of and for a particular contract for research, experiment, study or original development, but not for any subsequent purchases; i. For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases; j. For the procurement of original works of art; k. For the procurement of subscriptions to newspapers, magazines or other periodicals; and l. For the procurement of real property. 	<p>Single Sourcing is the use of a non-competitive procurement process to acquire goods, services or construction from a specific supplier even though there may be more than one supplier capable of delivering the same goods, services or construction.</p> <p>Allowable exceptions for Single Source competitive procurements include:</p> <ol style="list-style-type: none"> a. Where an unforeseen situation of urgency exists and the goods, services or construction cannot be obtained by means of open procurement procedures. Where a non-competitive procurement is required due to an urgent situation, organizations may conduct the procurement prior to obtaining the appropriate approvals provided that the urgency has been justified in writing; b. Where goods or consulting services regarding matters of confidential or privileged nature are to be purchased and the disclosure of those matters through an open competitive process could reasonably be expected to compromise confidentiality, cause economic disruption or otherwise be contrary to the public interest c. Where a contract is awarded under a cooperation agreement that is financed, in whole or in part, by an international organization only to the extent that the agreement includes different rules for awarding contracts; d. Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations impose geographic limits on the available supply base, specifically in the case of sand, stone, gravel, asphalt compound and pre-mixed concrete for use in the construction or repair of roads; e. Where an open competitive process could interfere with the organization's ability to maintain security or order or to protect human, animal or plant life or health; f. Where there is an absence of any bids in response to an open competitive process that has been conducted in compliance with this document; and g. Where only one supplier is able to meet the requirements of procurement in the circumstances (sole sourcing).

APRIL 2026