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Title: **PROCUREMENT POLICY**

Adopted: March 2015

Revised: February 2017

Related Documents:

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## **POLICY**

It is the policy of the Bloorview School Authority that goods and services (including Consulting Services and Information Technology) be acquired through a process that is fair, open, transparent, geographically neutral and accessible to qualified vendors and consistent, compliant and abides by the Broader Sector Procurement Directive policies and procedures, where applicable, when involved with purchasing or related supply chain activities.

## **PROCEDURES**

- 1) The Bloorview School Authority identifies, the Director as the senior-level individual accountable for compliance. The Director should consult with advisors and work with the funding ministry to implement requirements of the BPS directive. The Director has the authority to ensure compliance throughout the Board.
- 2) The Leadership Team must work to ensure organizational compliance with the mandatory requirements and determine appropriate measures in the event of non-compliance.
- 3) Segregation of duties and delegation of authority are essential control mechanisms within the procurement process. They ensure integrity of the process by reducing exposure to inappropriate, unauthorized or unlawful expenditures.
- 4) The procurement roles: Requisition, Budgeting, Commitment, Receipt and Payment must be segregated. Responsibilities for these roles must lie with different departments or, at a minimum, with different individuals. Where it is not feasible to segregate these roles, adequate compensating controls approved by an external auditor must be put in place.

Functional Role	Responsibility	Accountable Party
Requisition	Authorize the procurement department to place an order	BSA staff person requesting the product or service
Budgeting	Authorize that funding is available to cover the cost of the order	Principal or Director
Commitment	Authorize release of the order to the supplier under agreed contract terms	Purchasing role in the procurement department
Receipt	Authorize that the order was physically received, correct and complete	Individual receiving the goods
Payment	Authorize release of payment to the supplier	Accounts payable role within the finance team

- 5) Purchases of goods and services on behalf of the Board shall be made in the following manner, depending on the cost.

The overall value of procurement cannot be reduced, such as, but not limited to, dividing a single procurement into multiple procurements, in order to circumvent the procurement threshold requirements and approval requirements.

< \$10,000	Senior Team will obtain competitive quotations, where possible
\$10,000 to \$25,000	Senior Team will obtain a minimum of three informal quotations
\$25,000 to \$100,000	Senior Team will issue and obtain a minimum of three formal quotations, tenders or request for proposals (RFP)
Over \$100,000	Senior Team will issue and obtain a minimum of three formal quotations, tenders or request for proposals (RFP) and post these opportunities to a recognized public tendering website

Where specialized equipment or service need arises, a single source supplier may be the only option. In this case the Director and/or Principal will review each situation prior to authorizing the purchase.

- 6) The Board must not discriminate or exercise preferential treatment in awarding a contract to a vendor/contractor as a result of a competitive procurement process.

## 1.0 RESPONSIBILITIES

The Director shall:

- Allocate staff and resources to support the Purchasing procedure.

The Chief Financial Officer shall:

- Identify the appropriate level of signing authority for purchases; and
- Identify procurement thresholds for goods, non-consulting services and construction in accordance with the Ontario Broader Public Sector Procurement Directive.