

<b>Community Living Welland Pelham Policy and Procedures</b>	<b>Date:</b> <b>March 3, 2025</b>
<b>Section:</b> <b>Agency</b>	<b>Page:</b> <b>1-8</b>
<b>Subject:</b> <b>Procurement</b>	
<b>References:</b> <b>The Broader Public Sector (BPS) Procurement Directive, Broader Public Sector Accountability Act, 2010.</b>	

### **Purpose:**

The purpose of this policy is to ensure that Community Living Welland Pelham (CLWP) complies with the Broader Public Sector (BPS) Procurement Directive, issued in accordance with the Broader Public Sector Accountability Act, 2010.

The purpose of the directive is to:

- Ensure that CLWP's publicly funded goods and services, including but not limited to construction, consulting services, and information technology that are acquired by CLWP through a process that is open, fair and transparent.
- Outline responsibilities of CLWP throughout each stage of procurement process.
- Ensure that procurement processes are managed consistently.

### **Scope:**

This policy applies to all volunteers/students, Board of Directors and employees of Community Living Welland Pelham.

### **Principles:**

The BPS Procurement Directive is based on three key principles that allow CLWP to achieve value for money while following a procurement process that is fair and transparent to all stakeholders:

1. **Accountability**  
CLWP must be accountable for the results of their procurement decision and the appropriateness of the processes.
2. **Transparency**  
CLWP must be transparent to all stakeholders. Wherever possible, stakeholders must have equal access to information on procurement opportunities, processes and results.
3. **Value for Money**  
CLWP 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.

### **Purchasing Code of Ethics:**

The code of ethics goal is to ensure ethical, professional and accountable acquisition of goods and services in compliance with standards set by the federal and provincial government, internal policies, purchasing management association practices and the Broader Public Sector Supply Chain Management Directive.

Management and staff will operate and conduct decisions and actions in procurement activities based on the following ethical behaviour values:

#### **1. Personal Integrity, Professionalism and Honesty**

Staff involved with Supply Chain activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment or publicly endorsing suppliers or products.

#### **2. Accountability and Transparency**

Supply Chain activities must be open and accountable. In particular, contacting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public funds. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

#### **3. Compliance**

Staff involved with purchasing or other Supply Chain activities must comply with the code of ethics and the laws of Canada and Ontario.

#### **4. Continued Improvement**

Staff should continuously work to improve Supply Chain policies and procedures to improve their Supply Chain knowledge and skill levels and to share leading practices.

### **Procedures:**

CLWP will ensure that all contracts entered by, or in the name of CLWP will follow the requirements set forth in the Broader Public Sector (BPS) Procurement Directive.

## 1. Approval Authority Levels

### Segregation of Duties and Signing Authority

One over One – when the requesting and approving authority is the same staff member on a purchase of goods and/or services or reimbursement, the approving signature must be a minimum of one level above the requesting/approving position. Approval limits apply.

Type of Procurement Method	
Total Procurement Value (non including taxes)	Type of Procurement Method
\$1 up to \$250	Cash
\$1 up to \$750	Petty Cash
\$751 to \$3,999	Payment Request with price comparison
\$4,000 to \$24,999	Payment Request with minimum of 3 written quotes
\$25,000 to \$119,999	Invitational Competitive (Minimum of 3 qualified suppliers invited to bid)
\$120,000 or more	Open Competitive

Level of Authority		
Purchase Value	Authority Level 1	Authority Level 2 (Budget Manager)
\$499	SSW, Coordinators	Supervisor
\$500 up to \$3,999	Supervisor, Maintenance	Managers, Directors
\$4,000 up to \$24,999	Managers, Directors	Executive Director
\$25,000 and up	Executive Director	Board of Directors

## 2. Competitive Procurement Thresholds:

### All Procurements

The overall value of the procurement must not be reduced by dividing it into multiple procurements in order to circumvent the approval requirements

### Invitational Competitive Procurement

Invitational Competitive Procurement is the contractual acquisition (purchase or lease) of any goods or service, which enables some but not all suppliers to compete in fair and open environment.

### Open Competitive Procurement

Open Competitive Procurement is the contractual acquisition (purchase or lease) of any goods or services, which enables all suppliers to compete in a fair and open environment. CLWP will utilize an open competitive procurement process, as required by the Broader Public Sector

(BPS) Procurement Directive, when the estimated value of procurement of goods or services is \$120,000 or more.

An open competitive procurement process is required for consulting services irrespective of value.

### 3. **Competitive Procurement:**

#### **Information Gathering:**

Where the results of an informal supplier of a product research are insufficient, formal processes such as Request of Information (RFI) [used to collect written information about the capabilities of various suppliers or for comparative purposes.]; or Request for Expression of Interest (RFEI) [used to inform potential proponents of a business opportunity and to solicit proposals] may be used if warranted, taking into consideration the time and effort required to conduct them.

A response to RFI or RFEI must not be used to pre-qualify a potential supplier and must not influence the chances of the participating suppliers from becoming the successful proponent in any subsequent opportunity.

#### **Supplier Pre-Qualification:**

The Request for Supplier Qualification (RFSQ) enables CLWP to gather information about supplier capabilities and qualifications in order to pre-qualify suppliers for an immediate product or service need or to identify qualified candidates in advance of expected future competitions. Terms and conditions of the RFSQ document must contain language that disclaims any obligation to call on any supplier to provide goods or services as a result of pre-qualification.

### 4. **Purchasing**

#### **Posting Competitive Procurement Documents**

Call for open competitive procurements must be made through an electronic tendering system that is readily accessible by all Canadian suppliers.

#### **Timeline for Posting Competitive Procurements**

A minimum response time of 15 calendar days must be provided to suppliers for procurement of goods and services valued at \$120,000 or more.

### 5. **Evaluation**

#### **Bid Receipt**

Bid submission date and closing time must be clearly stated in competitive procurement documents. Organizations must set the closing date of a competitive procurement process on a

normal working day (Monday to Friday, excluding provincial and national holidays). Submissions that are delivered after the closing time must be returned unopened.

## **Evaluation Criteria**

Evaluation criteria must be developed, reviewed and approved by an appropriate authority prior to commencement of the competitive procurement process.

Competitive procurement documents must clearly outline mandatory, rated and other criteria that will be used to evaluate submissions, including weight of each criterion.

Mandatory criteria should be kept to a minimum to ensure that no bid is unnecessarily disqualified.

Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria.

The evaluation criteria outlined in the competitive procurement documents must be used when selecting the winning submission.

Suppliers should not be asked to provide information that will not be evaluated as such information may affect the outcome of the evaluation process.

## **Evaluation Process Disclosure**

Competitive procurement documents must fully disclose the evaluation methodology and process to be used in assessing submissions, including the method of resolving a tied score. Competitive procurement documents must state that submissions that do not meet the mandatory criteria will be disqualified.

## **Evaluation Team**

Competitive procurement processes require an evaluation team responsible for reviewing and rating the compliant bids.

Evaluation team members must be made aware of the restrictions related to utilization and distribution of confidential and commercially sensitive information collected through the competitive procurement process and refrain from engaging in activities that may create or appear to create a conflict of interest.

Evaluation team members must sign a conflict-of-interest declaration and non-disclosure of confidential information agreement.

## **Evaluation Matrix**

Each evaluation team member must complete an evaluation matrix, rating each of the submissions. Records of evaluation scores must be retained for audit purposes. Evaluators must ensure that everything they say or write about submissions is fair, factual and fully defensible.

## **Winning Bid**

The submission that receives the highest evaluation score and meets all mandatory requirements set out in the competitive procurement document must be declared the winning bid.

## **Non-Discrimination**

Organizations must not discriminate or exercise preferential treatment in awarding a contract to a supplier as a result of a competitive procurement process.

## **6. Contract Award**

### **Executing the Contract**

The agreement between CLWP and the successful supplier must be formally defined in a signed written contract before the provision of supplying goods and services commences.

Where an immediate need exists for goods or services, and CLWP and the supplier are unable to finalize the contract as described above, an interim purchase order may be used. The justification of such decision must be documented and approved by the appropriate authority.

### **Establishing the Contract**

The contract must be finalized using the form of agreement that was released with the procurement documents.

In circumstances where an alternative procurement strategy has been used (i.e., a form of agreement was not released with the procurement document), the agreement between the Organization and the successful supplier must be defined formally in a signed written contract before the provision of supplying goods and services commences.

### **Termination Clauses**

All contracts must include appropriate cancellation or termination clause.

Contract clauses that permit cancellation or termination at critical project life-cycle stages should be considered when conducting complex procurements

### **Term of Agreement Modifications**

The term of the agreement and any options to extend the agreement must be set out in the competitive procurement documents. An approval by an appropriate authority must be obtained before executing any modifications to the term of agreement.

Extending the term of agreement beyond that set out in the competitive procurement document amounts to non-competitive procurement where the extension affects the value and/or stated deliverables of procurement.

## **Contract Award Notification**

For procurement valued at \$120,000 or more, contract award notification will be posted in the same manner as the procurement documents were posted. The notification must be posted after the agreement between CLWP and the successful supplier was executed. Contract award notification must list the name of the successful, agreement start and end dates and any extension options.

## **Supplier Debriefing**

For procurement valued at \$120,000 or more, CLWP must inform all unsuccessful suppliers about their entitlement to a debriefing. Unsuccessful suppliers may request this debriefing within 60 calendar days following the date of the contract award notification.

## **7. Non-Competitive Procurement**

A non-competitive procurement process can be employed under special circumstances identified in the Broader Public Sector Procurement Implementation Guidebook. The special circumstances include:

- Non-application clauses under the Agreement on Internal Trade (AIT) or other trade agreement.
- Single-source situations – multiple suppliers exist, but only one can meet the requirements.
- Sol-source situations – only one supplier exists that meets the requirements.

Prior to commencement of non-competitive procurement, supporting documentation must be completed and approved by the appropriate authority (one level higher than the requirement for competitive procurement).

## **8. Procurement Documents and Records Retention**

### **Contract Management**

Payments must be made in accordance with provisions of the contract. All invoices must contain detailed information sufficient to warrant payment. Any overpayments must be recovered in a timely manner.

Assignments must be properly documented. Supplier performance must be managed and documented, and any performance issues must be addressed.

A dispute resolution process should be included in the contract.

For services:

- The terms for the assignment should include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements and knowledge transfer requirements.
- Expenses claims and reimbursement rules compliant with the Broader Public Sector

Expenses Directives.

- Expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

## **Procurement Records Retention**

For reporting and auditing purposes, all procurement documentation must be retained in a recoverable form for a period of seven years.

### **9. Conflict of Interest**

Individuals involved with the Supply Chain Activities, including CLWP employees, suppliers and consultants must declare actual or potential conflicts of interest. Where a conflict of interest arises, it must be evaluated and an appropriate mitigating action must be taken (if applicable).

### **10. Dispute Resolution Process**

#### **Bid Dispute Resolution**

Competitive procurement documents must outline bid dispute resolution procedures to ensure that any dispute is handled in an ethical, fair, reasonable and timely fashion.

### **11. Supporting Materials**

#### **Value-Add Incentives**

Value-add incentive is an offer by a supplier over and above the primary goods and services being purchased, with the intent to increase the total value received by the customer. Value add incentive must not be considered unless they are explicitly requested in the competitive procurement documents to maintain transparency.