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| Policy Title: Procurement Authorization Levels (Policy) |   |
| Original Date: February 2, 2012                         | Date Approved: December 11, 2018<br>December 11, 2018 |
| Last Revision Date: August 9, 2018                      | Date Reviewed: December 11, 2018                      |
| Approver: John Policicchio Lila Cyr                     |   |

To ensure that publically funded goods and services, including construction, consulting services, and information technology are acquired through a process that is open, fair, and transparent and seeks to achieve the best value for the funds expended. Procedures will confirm with the Broader Public Sector Procurement Directive

#### Approval Authority Schedule – Consulting Services

| Procurement Value                | Procurement Method        | Approval Authority |
|----------------------------------|---------------------------|--------------------|
| up to but not including \$50,000 | Invitational Competitive* | Executive Director |
| \$50,000 or more                 | Open Competitive*         | Board of Directors |

#### Approval Authority Schedule – Other Goods and Services

| Procurement Value   | Procurement Method   | Approval Authority                       |
|---|--|--|
| Up to \$500 (where purchase is within department budgeted allotment)  | Petty Cash, Travel, Purchase Order                             | Coordinator (with approval from Manager) |
| Up to but not including \$3,000 (where purchase is within department budgeted allotment)                      | Petty Cash, Purchase Order, Credit Card; 3 quotes over \$2,000 | Manager                                  |
| Up to but not including \$50,000 (where purchase is within agency budget allotment, i.e. service contract)    | Purchase order – 3 quotes over \$2,000                         | Director                                 |
| Up to but not including \$100,000 (where purchase is within agency budgeted allotment, i.e. service contract) | Invitational competitive* (minimum of three suppliers)         | Executive Director                       |
| \$100,000 or more   | Open competitive process *                                     | Board of Directors                       |

\*Non-competitive process may only be used in exceptional circumstances – see procedure for Procurement – Open Competitive – Exceptions.