



BOARD OF DIRECTORS MANUAL

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APPROVED BY:	BOARD OF DIRECTORS	
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PROCUREMENT APPROVAL AUTHORITY SCHEDULE

Purpose:

To establish consistent procurement practices using a process that is open, fair and competitive, and to maximize the value received from the use of public funds.

Policy:

The Hospital will employ fair and competitive practices for the procurement of goods and services in accordance with the *Broader Public Sector Accountability Act, 2010* and the Broader Public Sector Procurement Directive January 1, 2024. This policy does not include employment agreements or union contracts.

Definitions:

Consultant: A person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision making.

Consulting Services: The provision of expertise or strategic advice that is presented for consideration and decision making.

Goods and/or Services: All goods and/or services including construction, equipment, consulting services and information technology.

Invitational Competitive Procurement: Any form of requesting a minimum of three (3) qualified suppliers to submit a written proposal in response to the defined requirements outlined by the Hospital.

Open Competitive Procurement: A set of procedures for developing a procurement contract through a bidding or proposal process, which shall include posting on a public procurement website. For example, issuing a Request for Proposal (RFP).

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Procurement: Acquisition by any means, including by purchase, rental, lease or conditional sale, of goods or services.

Procurement Value: The estimated total financial commitment resulting from procurement, considering optional extensions, but excluding applicable sales taxes. The overall value of procurement cannot be reduced by dividing a single procurement into multiple procurements.

Limited Tendering: Means a procurement method whereby the procuring entity contacts a supplier or suppliers of its choice. In accordance with the Canadian Free Trade Agreement (CFTA) Chapter 5 (Government Procurement) an organization may use Limited Tendering in the following circumstances, provided that it does not use this provision for the purpose of avoiding competition among suppliers or in a manner that discriminates against suppliers or any other Party or protects its own suppliers.

Non-Application: means the CFTA Chapter 5 (Government Procurement) does not apply.

Procedure:

1. For procurement of goods and services, excluding consulting services, the following means of procurement based on applicable thresholds must be followed:

Total Procurement Value	Means of Procurement
\$0 up to but not including \$3,000	Purchase order or credit card
\$3,000 up to but not including \$10,000	Purchase order
\$10,000 up to but not including \$121,200	Invitational competitive procurement
\$121,200 or more	Open competitive procurement

2. For procurement of consulting services, the following means of procurement based on applicable thresholds must be followed:

Total Procurement Value	Means of Procurement
\$0 up to but not including \$121,200	Invitational or open competitive procurement
\$121,200 or more	Open competitive procurement

3. In circumstances described in CFTA Chapter 5, the Hospital may be required to use non-competitive procurement, either through Limited Tendering or Non-application. Prior to commencement of a non-competitive procurement, supporting documentation must be completed and approved by the appropriate authority within the Hospital, consistent with Board Policy III-003 Signing Authorities.
4. The Hospital shall endeavor to receive a minimum of two quotes or proposals for invitational or open competitive procurements.

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References:

Broader Public Sector Procurement Directive January 1, 2024
Board Policy III-003 Signing Authorities

Approved:

November 30, 1998

March 2011

April 2002

May 2003

January 2007

September 2011

March 2014 reviewed

March 2016 revised

February 2017 reviewed

February 2018 reviewed

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