



By-law Number 2024-045

A by-law to adopt a Purchasing Policy for the Procurement of Goods and Services for the County of Bruce

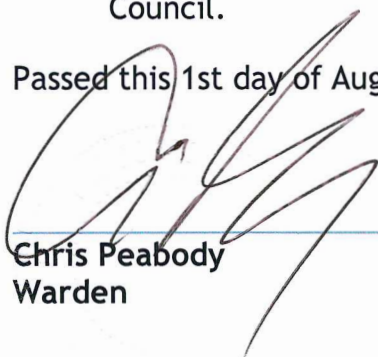
Section 270 (1) of the Municipal Act, 2001, as amended, provides that a municipality and a local board shall adopt policies with respect to its procurement of goods and services;

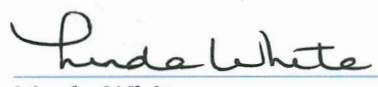
The Council or Board for the Corporation of the County of Bruce deems it desirable to provide a purchasing policy to ensure fair, transparent, and accountable purchasing.

The Council for the Corporation of the County of Bruce enacts as follows:

1. That Schedule "A" - Purchasing Policy, attached hereto and forming part of this by-law is hereby approved.
2. That By-law 2021-033 is hereby repealed.
3. This By-law shall come into force and take effect on the date it is passed by Council.

Passed this 1st day of August, 2024.



Chris Peabody
Warden

Linda White
Clerk



Policy: Purchasing Policy

Section: Purchasing

Department: Corporate Services

Effective Date: August 1, 2024

Revision Date:

Review Date:

Policy Statement

1.0 Goals, Objectives & Principles

1.1 Goals and Objectives

- a. **Accountability:** To ensure openness, accountability and transparency while protecting the financial best interests of The County of Bruce.
- b. **Efficiency:** To maintain the flow of goods and services, product delivery, quality, in the most cost-effective manner possible.
- c. **Transparency:** To ensure purchasing is completed in compliance with policies and procedures that are accessible and understandable by all parties.
- d. **Honesty:** To ensure fairness, integrity, and impartiality in dealing with vendors during all aspects of the purchasing process.
- e. **Environmental Responsibility:** To encourage the procurement of “green” goods and services wherever possible within the context of Best Value and consider environmental alternatives for the purchase transaction i.e., electronic invoicing.
- f. **Understanding:** To develop a clear understanding of authority and responsibility for all County Employees in the purchasing process.

1.2 Purchasing Principles

- a. **Efficient/Effective Purchasing:** All Procurement shall be completed to obtain the required quality and quantity of goods and/or services in the most efficient and cost-effective manner possible under the circumstances.
- b. **Open Process:** Requirements and evaluation criteria are clearly communicated to bidders.

- c. **Total Costs Considered:** The County will consider all costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, currency exchange, disposal value and disposal costs in evaluating bid submissions.
- d. **Co-operative & Co-ordinated Purchasing:** Where the best interests of the County will be served, the County may participate in Co-operative Purchasing. Every effort shall be made wherever and whenever possible, to coordinate purchases of those goods and services that are of a common nature to Departments concerned, so as to promote lower ultimate costs of goods and services.
- e. **Document Retention:** Responses to Bid Solicitations received shall be retained for inspection by the County's auditors and appropriate County officials, in accordance with the County's current Records Retention Schedule.
- f. **Competition:** To encourage open competitive bidding on the acquisitions of goods and services.
- g. **Health and Safety:** To ensure compliance with all health and safety regulations.
- h. **No Local or Geographical Preference:** We do not extend preferential treatment to any vendor based on geographical location, including local companies, since it limits fair and open competition for all vendors and is a detriment to obtaining the best possible value for each tax dollar. The County may mandate certain bona fide on-site response time requirements for specific situations.
- i. **Trade Agreement/Contracts:**
 - (i) Procurement by the County may be subject to the provisions of Trade Agreement/Contracts.
 - (ii) Where an applicable Trade Agreement/Contract is in conflict with this policy, the Trade Agreement/Contract shall take precedence.
 - (iii) The Purchasing Manager shall advise Directors where a procurement action may not conform to an applicable Trade Agreement/Contract as early as possible in the procurement process.

2.0 References and Related Documents

2.1 County of Bruce Purchasing Procedures

3.0 Prohibitions

3.1 The Following Are Prohibited Actions

- a. The splitting up of purchases to circumvent this policy's dollar limits.

- b. For acceptance of gifts, hospitality and other benefits refer to Staff Code of Conduct Policy.
- c. Asking a supplier to alter the invoice date or shipping date from what would otherwise be shown to accommodate County accounting needs.
- d. Other than the employee or other delegated individual who is the official contact person identified in the Bid Solicitation document, discussing any aspect of the Bid Solicitation with a prospective supplier from the time the Bid Solicitation document is first issued until such time as an award report has been prepared and submitted to the appropriate approval authority.
- e. Employees of the County shall not have a pecuniary interest, either directly or indirectly, in any evaluation of or contract with the County or with any person acting for the County in any contract for the supply of goods and/or services for which the County pays or is liable to pay, directly or indirectly, unless such interest has been declared. Employees of the County are required to declare any pecuniary interest, either direct or indirect, in writing, to their director with a copy to the Clerk indicating the specific nature of the conflict. Any conflict of interest that cannot be isolated and resolved will be reported to the Chief Administrative Officer.
- f. Suppliers, their staff members, or anyone involved in preparing bids shall not engage in any form of political or other lobbying whatsoever or seek to influence the outcome of the purchasing process or subsequent Award. This restriction extends to all of the Corporation's staff and members of Council.

The Corporation may reject any bid by a supplier that engages in such lobbying, without further consideration, and may terminate that Supplier's right to continue in the purchasing process.

During a bid solicitation process all communications shall be made through Purchasing or the Department's designate when Purchasing did not issue the Bid Solicitation. No Supplier or person acting on behalf of a Supplier or group of Suppliers, shall contact any elected official, consultant, or any employee of the Corporation to attempt to seek information or to influence the Award.
- g. Elected officials shall refer any inquiries about a Bid Solicitation process to the Director of Corporate Services.
- h. Accepting a bid from a County of Bruce employee or County of Bruce Municipal Councillor or a business he or she owns.
- i. Negotiating with a supplier, or accepts an offer from a supplier, to purchase a good or service for personal use at the same price that is being offered by the supplier to the County. This practice is called coat-tailing.

4.0 Standardization

Standardization enables multiple bidders to understand the process requirement, and to ensure that legal and insurance risks are controlled.

4.1 Standardization of Documents

- a. Standard formats and language will be developed under the direction of the Purchasing Manager, with the exception of specifications which are provided by the requesting Department.
- b. Where the County's standard documents are not being used, the document shall be provided to Purchasing for review prior to issuance or execution. Purchasing will recommend review by an outside legal entity if deemed to be in the best interest of the County.

4.2 Standardization of Goods and Services

Bruce County supports standardization among goods and services that are used on a regular basis and encourages corporate standards to be adopted where it is deemed beneficial to the County.

5.0 Approval Authority

Anyone given award approval authority under this policy is accountable and responsible for ensuring that an approved budget exists, purchases do not violate any County, policy, or statutory requirements, and they have met the audit requirements of the County.

5.1 Summary of Approval Limits

Appendix A to this policy provides a summary of approval limits for the various procurement processes.

5.2 Award Approval

Council must approve an award, when one or more of the following applies:

- a. When Provincial or Federal government requires Council to approve.
- b. The award cannot be accommodated within an approved budget and requires a Council approved budget transfer or a pre-commitment against a future year's budget.
- c. When a recommendation is made to award a vendor who did not submit the lowest cost compliant tender or score the highest (in an RFP process).
- d. The Chief Administrative Officer or Director of Corporate Services deems it in the County's best interest that Council approves the award.
- e. Council has specifically directed that Council approve the award.
- f. Any contract anticipated to be financed by debentures.

- g. Where the net revenue amount proposed for acceptance is lower than the Council approved budget.

When the recommendation to award is brought forth to Council, and approval is granted from Council, staff have the authority to act without delay.

The Department Director is authorized to approve the following:

An award of a Request for Tender, Quotation or Proposal regardless of the size of the expenditure, provided that the award is to the lowest bidder, or the highest ranked proposal and the expenditure is included in the approved budget.

Based upon roles and responsibilities within their Department, Directors may delegate approval authority to staff.

6.0 Defining Responsibilities for Procuring Goods and Services

6.1 Responsibilities of All Staff Involved in the Procurement Process

All County staff shall have the following responsibilities relating to the procurement policy:

- a. Open and honest dealings with everyone who is involved in the purchasing process.
- b. No preferential treatment or public endorsement given to any supplier.
- c. Ensure procurement activities are carried out in accordance with this approved Purchasing Policy.
- d. Ensure sufficient approved budget exists for planned purchases before a procurement process commences.
- e. Review goods and/or services received and ensure they match specifications, quality, quantity, and price.
- f. Ensure that business transactions are conducted ethically and professionally.

6.2 Responsibilities of the Purchasing Manager or Delegate

The Purchasing Manager or delegate(s) has the following specific responsibilities:

- a. Prepare tender documents, in conjunction with the requesting Department's director and/or delegate, advertise when necessary, post the documents on the County's website, prepare and circulate addendums and oversee public tender openings. Ensure tender documents are in accordance with the Accessibility for Ontarians with Disabilities Act 2005.
- b. Ensure the purchasing policy as set out in this policy is followed.

- c. Advise on the suitability of specifications to ensure a maximum number of competitive bids and to ensure a supplier's ability to supply.
- d. Keep apprised of best purchasing practices for responsible environmental procurement and shall bring same to the attention of requesting Departments wherever the same are applicable.
- e. Review the corporate use of goods and/or services to ensure the County is receiving the best quality, quantity, service and price.
- f. Assist the requesting Department in the preparation of Agreements/Contracts/Leases as needed.
- g. Direct staff that have procurement authority to the approved Purchasing Policy and Purchasing Procedures and train staff as required to ensure a clear understanding of the procurement process.
- h. Act as lead in negotiation process with input from procuring Department. A delegate(s) can be assigned at the discretion of the Purchasing Manager.

6.3 Responsibilities of Department Directors

Directors have the following responsibilities relating to the procurement policy:

- a. Ensure procurement activities in their department are carried out in accordance with this Purchasing Policy.
- b. Determine appropriate delegated procurement and signing authority of staff in their departments as authorized by this policy. See Appendix A of the Purchasing Policy for the authority assigned to staff.
- c. Ensure sufficient funds exists for planned purchases.
- d. Department director is responsible for ensuring that all specifications and/or the scope of work to be used for the procurement of such goods and/or services are prepared and reviewed for accuracy.
- e. Prepare award reports when required, for Council approval with the assistance of the Purchasing Manager.
- f. Consult with the Purchasing Manager for any inquiries or uncertainties regarding purchasing process / supplier management.

7.0 Procurement Methods

Purchasing dollar thresholds for determining competitive or non-competitive purchasing methodologies are as follows:

- \$0 - <\$30,000 Direct Purchase
- \$30,000 - <\$75,000 Request for Quotation (RFQ) (minimum 3 suggested)
- \$75,000 and over Request for Tender (RFT)

Note: RFT's & RFP's are not limited to \$75,000 and over and can be used anytime at the discretion of the procuring Department and in consultation with the Purchasing Manager.

8.0 Provisions for Exemptions

In the event the Department has a requirement to procure goods or services, in a manner that differs from the above methods, a Purchasing Policy Suspension form must be completed, which requires the approval of the CAO and Purchasing Manager when goods and services exceed \$30,000. The approved suspension form must be attached to the approved invoice so payment can be made. The approved purchasing policy suspensions will be communicated to Council.

8.1 Single Sourcing

Single Sourcing is a method of procurement whereby there is more than one vendor able to supply an award or contract awarded without a competitive bidding process.

Single Sourcing will be permitted if one or more of the following circumstances apply:

- a. The supply involves an emergency purchase.
- b. Disclosure of information in an open contract competition would breach some duty of confidentiality or compromise security.
- c. When the procurement is already covered by a lease-purchase Contract where payments are partially or totally credited to the purchase.
- d. When the required good or service is in short supply due to market conditions.
- e. When a Consultant/Contractor has been used to provide a service, and additional work is required that builds upon or is dependent upon the previous work undertaken, and when it could not reasonably be determined at the time the original work was approved additional services would be required.
- f. For use of road construction or repair, the transportation costs and/or technical specifications will be taken into consideration specifically in the case of sand, stone, gravel, fill and pre-mixed concrete, and equipment rentals.

8.2 Sole Sourcing

Sole Sourcing is a method of procurement whereby an award is issued without a competitive bidding process due to the fact that the supplier is the only source of supply for the required goods or services.

Sole Sourcing will be permitted if one or more of the following circumstances apply:

- a. A Supplier has a patent on the required product, thus creating a market monopoly.
- b. The supply relates to necessary unique replacement parts from an exclusive source of supply and there are no reasonable alternatives to the products.
- c. To maintain warranty or service Contract compliance for purchased products.

8.3 Invitational Tender

When the issuance of a Public Request for Tender is deemed to be less efficient and effective than inviting qualified suppliers to submit bids. A minimum of three suppliers is recommended, although inviting more than three suppliers to bid is preferred. This requirement shall be waived in the case of goods or services that can only be provided by fewer than three suppliers due to unique specifications or specialized services.

An Invitational Tender should only be issued in exceptional circumstances. The director must get pre-approval from the Purchasing Manager and the CAO through a Purchasing Policy Suspension form.

Once an Invitational Tender is approved it will follow the Request for Tender process.

8.4 Negotiation

Direct negotiation may be completed by the Purchasing Manager and/or delegate, or the Director and/or delegate.

Unless otherwise provided in accordance with this Policy and the Purchasing Procedures, goods and services may be purchased using the Direct Negotiation method when one or more of the following conditions apply;

- a. The required goods and services are available from only one source (also known as sole source), by reason of the scarcity of supply in the market or the existence of exclusive rights held by any supplier or the need for compatibility with goods and services previously acquired and there are no reasonable alternatives or substitutes;
- b. An extension or renewal of the contract for similar goods and services;
- c. The goods and services are required as a result of an emergency, which would not reasonably permit the use of a method other than Direct Negotiation;
- d. The required goods and services are to be supplied by a particular vendor or supplier having special knowledge, skills, expertise, or experience;
- e. Where the lowest bid that meets specifications or tender terms and conditions exceeds the estimated cost of the goods and services;
- f. When all bids fail to comply with the specifications or tender terms and conditions, and it is impractical to retender.
- g. The purchase of used equipment and material is a consideration.

- h. When a department desires to purchase a piece of used equipment, a complete description such as model, year, and condition, must be forwarded to the Purchasing Department. With this information a justifiable bid can be determined for the item requested. Additionally, the Purchasing Department may purchase used equipment or other material by negotiated purchase rather than by competitive bidding, if it is determined by the Purchasing Department that the negotiated price is reasonable for the intended use. To ensure proper control, quotes for such equipment must be made.
- i. Rent to own costs of used equipment must be taken into consideration of the total cost.
- j. In a current contract where, extraordinary circumstances cause market conditions to significantly increase the provider's cost to perform or supply goods, the Purchasing Manager and director have the authority to negotiate pricing to avoid contract cancellation while ensuring it is still within budget.

With respect to RFTs and RFQs the County may enter into negotiations with the lowest compliant bidder if the price is over a reasonable budgeted amount for the project based on the cost of similar previous projects and current market conditions. Should the County be unable to reach an agreement with the lowest compliant bidder, the County reserves the right to enter into negotiations with the next lowest compliant bidder, to cancel the bid opportunity or to present a report to Council, whichever is deemed to be in the best interest of the County.

9.0 Suppliers Who Assist in Developing Specifications

When such services are utilized, the supplier will be considered as a consultant and a fee paid to the supplier based on a market competitive hourly rate.

10.0 Bid Irregularities

The following list of bid irregularities should not be considered all inclusive.

The Purchasing Manager and, in consultation with any or a selection of the following: respective Director, Director of Corporate Services, CAO and/or the Corporation's Solicitor, shall review irregularities not specifically listed and, acting in the best interests of the Corporation, have authority to waive such irregularities, permit correction to the irregularity or reject the submission.

BID IRREGULARITY	RESPONSE
1. Late Submissions	<ul style="list-style-type: none"> • Rejection, not opened or read publicly • Submission to be returned to submitter
2. Insufficient Financial Security	<ul style="list-style-type: none"> • Automatic Rejection for no bid deposit

BID IRREGULARITY	RESPONSE
(No bid bond/deposit or Agreement/Contract to bond or insufficient bid bond/deposit)	<ul style="list-style-type: none"> • Automatic Rejection for no Agreement/Contract to bond
3. Conditional Bids (Bids qualified or restricted by an attached statement)	<ul style="list-style-type: none"> • Automatic rejection unless, in the opinion of the Director and the Purchasing Manager, the qualification or restriction is insignificant
4. Illegible or obscure Bids, non-initialed erasures, non-initialed alterations.	<ul style="list-style-type: none"> • 48 hours to submit
5. Documents, in which all necessary Addenda which have significant financial or scope implications in the opinion of the Purchasing Manager and user group, have not been acknowledged.	<ul style="list-style-type: none"> • Automatic rejection
6. Documents in which all necessary Addenda which do not have significant financial or scope implications in the opinion of the Purchasing Manager and user group and have not been acknowledged.	<ul style="list-style-type: none"> • 48 hours to submit
7. Bids received by bidders who did not attend mandatory site visit(s).	<ul style="list-style-type: none"> • Rejection, not opened or read publicly
8. Bids received on documents other than those provided by Bruce County, when specified to do so.	<ul style="list-style-type: none"> • Automatic rejection
9. Failure to insert the bidder's business name in the space(s) provided in the mandatory Submission Pages.	<ul style="list-style-type: none"> • 48 hours to submit
10. Failure to include signature of the person authorized to bind the bidder in the space provided on the Tender/Proposal Form.	<ul style="list-style-type: none"> • 48 hours to submit
11. More than one submission from the same submitter and not Identified as an alternative or optional submission and no written withdrawal notice has been received.	<ul style="list-style-type: none"> • The submission package bearing the most recent date/time stamp will be considered the intended submission and the previously date/time stamped submissions will be considered withdrawn and will be returned to sender, unopened.
12. Bids Containing Mathematical Errors	<ul style="list-style-type: none"> a) Where the amount of an item does not agree with the extension of the estimate quantity and the tendered unit price, the

BID IRREGULARITY	RESPONSE
	<p>unit price shall govern, and both the item amount and the total tender price shall be corrected accordingly.</p> <p>b) If both the unit price and the total price are left blank, the Bid will be rejected as incomplete.</p> <p>c) If the unit price is left blank but a total price is shown for the item, the total price shall govern and the unit price shall be corrected accordingly.</p> <p>d) If the tender contains an error in addition and/or subtraction in the approved tender documentation format requested (i.e., not the additional supporting documentation supplied), the error shall be corrected, and the corrected total contract price shall govern.</p> <p>e) Tenders containing prices which appear to be so unbalanced as to likely affect the interests of the County adversely will be clarified and may be rejected.</p>
13. Other minor irregularities	<ul style="list-style-type: none"> The Purchasing Manager, in conjunction with the Director of Corporate Services shall have authority to waive irregularities, which they jointly consider to be minor.

11.0 Circumstances Which a Bid Solicitation Process Is Not Required

There are a number of payments made in the ordinary course of business that are considered as a transfer of funds or fulfillment of legislated requirements, and do not require a Bid Solicitation process.

The following payments shall not require a Bid Solicitation process. Other payments may also be included at the discretion of the Director of Corporate Services (unless legislation states otherwise):

11.1 General Expenses

- Workers Safety Insurance Board Payments
- Payroll Deduction Remittances such as Income Tax, Unemployment Insurance Premiums, Employer Health Tax
- Debt principal, debenture, and interest payments
- Sinking Fund Payments (fund set up to repay a bond when it matures)
- Loan and mortgage payments

- f. Licenses (e.g., vehicles, elevators, radios, and computer software)
- g. Real Property payments including purchases, leases, easements, encroachments and licenses, or the like
- h. Tax Remittances
- i. Building Lease Payments
- j. Utilities
- k. Insurance claims, damage claims, legal settlements, and arbitration awards
- l. Employee/Council travel expenses
- m. Medicals, Physician Fees
- n. Grants to Agencies
- o. Petty Cash Replenishment
- p. County Charges to and from Area Municipalities
- q. Public Notices
- r. Preventative maintenance and repairs to vehicles
- s. Promotional material and supplies for County sponsored Charitable Campaigns

11.2 Payments to Other Organizations/Individuals

- a. Other Municipalities
- b. Annual requisitions approved as part of the budget process to a local board or agency such as: Health Unit.
- c. Social Services agencies that provide service to the County through Service Agreement/Contracts such as Daycare and Hostel Operators.
- d. Municipal Property Assessment Corporation fees for property assessment services and support costs.
- e. Organizations on whose behalf the County has received donations and issued income tax receipts.

11.3 Professional and Special Services

- a. Various transfers of financial benefit on behalf of individuals or households (such as social assistance, housing assistance, rent supplement, childcare centres, etc.).
- b. Canada Post
- c. Other Fees and Services
 - (i) Council Fees
 - (ii) Counseling Services
 - (iii) Homemakers Services
 - (iv) Laboratory Services
 - (v) Legal Services
 - (vi) Nursing Services
 - (vii) Recruitment Agencies
 - (viii) Specialized Services, i.e. Red Cross or 211

- (ix) Ongoing maintenance and licensing agreements for equipment such as existing computer hardware and software, telecommunications equipment, elevators, and HVAC equipment
- (x) Freight Charges
- (xi) Performance/Artist's Fees
- (xii) Banking and Underwriting Services, where covered by Agreement/Contracts
- (xiii) County's Agent of Record (Health Benefits)
- (xiv) County's Auditors
- (xv) Marketing Promotion
- (xvi) Tradeshow / Exhibit Space
- (xvii) Advertising services required in radio, television, newspapers or magazines, social media
- (xviii) Facilitators or speakers
- (xix) Fees related to real estate transactions such as commissions and legal fees

11.4 Refundable Employee Expenses

- a. Advances
- b. Meal Allowances
- c. Miscellaneous - non-travel
- d. Travel Expenses
- e. Entertainment Expenses

11.5 Training and Education

- a. Conferences
- b. Courses
- c. Conventions
- d. Magazines
- e. Memberships
- f. Periodicals
- g. Seminars
- h. Staff Development
- i. Staff Workshops
- j. Staff Reports
- k. Subscriptions

11.6 National Accounts

- a. Tires
- b. Other products where the manufacturer will sell directly to the County below their resellers'/distributors' prices.

12.0 Dispute Resolution

In the event any company or person who has been involved in the bidding or purchasing process as described in this policy identify a dispute regarding the process followed, they will be afforded a fair and transparent process to all concerned.

13.0 Accessibility and Procurement

The County of Bruce is a major purchaser of goods and services. It is important that procurement processes are inclusive so that all suppliers can participate, and all contracted parties are aware of the need to provide accessible goods and services.

The County of Bruce is committed to integrating accessibility into its procurement policy and procedures by:

- a. Conducting regular reviews and updates of procurement-related directives, policies, procedures, practices, and standards.
- b. Including accessibility requirements in the procurement process.
- c. Reviewing feedback on the procurement process related to accessibility and taking appropriate action as needed.

14.0 Green Procurement

Through acquisitions, staff are encouraged to seek ways of enhancing environmental sustainability by incorporating green procurement requirements where possible, practical, and feasible.

15.0 Disposal of Surplus Goods

The disposal of surplus and obsolete goods shall be evaluated on a case-by-case basis. The originating Director or delegate has the authority to declare items as surplus and work with Purchasing Division to sell, exchange, or otherwise dispose of goods, where it is cost effective and in the best interest of the County to do so.

16.0 Review Effectiveness of the Procurement Process

16.1 Policy Review

The Purchasing Manager, in consultation with a cross functional team of appropriate County staff, will conduct a detailed review of this policy within 6 months of its initial implementation, and then shall be reviewed every 24 months with any recommended amendments.

16.2 Factors to Be Considered During Review

The review shall take into consideration current and future professional practices, industry standards, market conditions, recent court decisions,

Federal/Provincial Government directions/policies, technological developments/advancements and sections in the policy where through application it becomes apparent that clarification is needed.

Appendix A

Procurement Processes and Levels of Approval Authority

Note: Total costs to procure (e.g., shipping, warranty, currency exchange) with the exception of Sales and Excise taxes are to be used in determining the price for goods or services, in relation to the pre-authorized expenditure limit.

In the case of multi-year supply and/or service contracts, the pre-authorized expenditure limit shall refer to the estimated annual expenditure under the contract.

<i>Value Before Taxes</i>	<i>Procurement Process</i>	<i>Approval Authority to Spend</i>	<i>Approval Authority to Award</i>	<i>Report Requirement for Contract Approval</i>
Less than \$30,000	<u>Direct Purchase</u> No formal or written quotation required. Recommended that price comparison be requested for purchases from up to three suppliers where possible.	Manager, or other “delegated” staff as specifically delegated by Director	Manager, or other “delegated” staff as specifically delegated by Director	Director’s Report to Council required if total Department budget exceeded
\$30,000 but less than \$75,000	<u>Request for Quotation</u> Purchasing Manager is to be consulted prior to a Request for Quotation being issued greater than \$25,000. Sealed written quotations shall be sought from three or more suppliers where possible. All quotes must be open for a minimum of seven (7) calendar days.	Manager, or other “delegated” staff as specifically delegated by Director	Manager, or other “delegated” staff as specifically delegated by Director	Director’s Report to Council required if total Department budget exceeded
\$75,000 and greater	<u>Request for Tender</u> Purchasing Manager and the Department Director and/or delegates prepare the RFT documents. Purchasing posts the RFT on County Procurement Portal and may advertise in newspaper(s).	Manager, or other “delegated” staff as specifically delegated by Director	Director or Chief Administrative Officer or Deputy Chief Administrative Officer	Director’s Report to Council required if total Department budget exceeded

Value Before Taxes	Procurement Process	Approval Authority to Spend	Approval Authority to Award	Report Requirement for Contract Approval
N/A	<p>Securities may be required.</p> <p>Bids must be sealed. All tenders must be open for a minimum of fourteen (14) calendar days.</p> <p><u>Request for Proposal</u></p> <p>The end user of the good or service does not have precisely defined requirements and where there is no clear or single solution. For all professional consulting services.</p> <p>Purchasing posts the RFP on the County Procurement Portal.</p> <p>All proposals must be open for a minimum of twenty-one (21) calendar days.</p>	Manager, or other “delegated” staff as specifically delegated by Director	Director or Chief Administrative Officer or Deputy Chief Administrative Officer	Director’s Report to Council or Board required if total Department budget exceeded
	<p><u>Single and Sole Source</u></p> <p>There is more than one potential supplier, but a supplier is selected by a quote/tender without a Bid Solicitation or there is only one known supplier of the particular goods and/or services.</p>			

*The definition of a manager as defined in the Purchasing Procedure is “the Manager of a Department or within a Department, a project or activity within The County of Bruce”.