

Competitive Procurement Thresholds	Section: Procurement Number: 1.3
Approved: April 11, 2022	Page: 1 of 2
Revised:	Scope: All Employees

PURPOSE:

This policy defines the minimum competitive requirements for purchases and is meant to assist Community Living Oakville (CLO) with determining the most suitable procurement process under the information provided by the requestor. The procurement processes are defined in:

- 1) Competitive Procurement and
- 2) Non-competitive Procurement

POLICY:

CLO ensures open competitive procurement practices are being met where the estimated value of procurement goods, services and construction is \$100,000 or greater. For goods, services and construction under \$100,000 CLO will follow the procedure as outlined below.

PROCEDURE:

CLO may use their discretion to determine the best procurement process based on information provided to them by the requestor.

The process cannot be circumvented by dividing requirements into multiple procurements to reduce the estimated value of a single procurement and avoid the threshold of the identified value threshold.

This policy covers any contract with a value that exceeding \$100,000 even if spread over multiple years.

Consulting Services

For all consulting services less than \$100,000, an invitation process or open competitive process is required. For consulting services over \$100,000 an open electronic process is required.

Financial Manual

Procurement Procedure Thresholds by procurement Value for Goods, Services and Construction

Total Procurement Value	Approval Authority	Procedure	Pricing Approach	Mandatory
<\$500	Manager	Credit Card	No quotes required	
<\$4,999	Director/Executive Director	Credit Card/Cheque	3 Written sources	
\$5,000 to \$99,999 goods, services, construction	Executive Director/Finance Committee	Purchasing Recommendation Report	Invitational Competitive Procurement- Minimum of 3 suppliers invited to bid in writing where available	
>\$100,000 goods, services, construction	Board of Directors	Purchasing Recommendation Report	Open Competitive Process- Electronically posted	Yes

Approved by:



April 11, 2022

Executive Director

Date



April 11, 2022

Board President

Date