



# NATIVE CHILD AND FAMILY SERVICES OF TORONTO

## **POLICY 4.1**

**POLICY TYPE:** Contractual, Relationships & Purchased Services

**POLICY TITLE:** Purchase of Goods and Services

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Goods and services are purchased through competitive process that seeks to achieve the best value for the funds expended to meet the specific needs and promotes fair dealings and equitable relationships with the private sector. Services include the engagement of external consultants. The factors considered include the quality of the goods/service, the existing relationship with the supplier, local issues and the price. For purchases in excess of \$2,500 the following policy applies:

- \$ 2,501 - \$25,000
  - 3 written, faxed or emailed quotes (if available or practical)
- \$ 25,001 and over
  - formal Request for Proposal/tender from a minimum of 3 vendors, subject to ministry directive AO-003-07, must be made through an electronic tendering system

Special circumstances may require the agency to use non-competitive procurement. There may be other occasions where it is not feasible to obtain quotes. This could be due to the nature of the work or availability of services. Further, the agency may make use of a Request for Supplier Qualification (RFSQ) which will enable the agency 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.

The agency must provide suppliers a minimum response time of 15 calendar days for procurement of goods and services valued at \$25,000 or more.

The agency must consider providing suppliers a minimum response time of 30 calendar days for procurements of high complexity, risk, and/or dollar value.

Bid submission date and closing time must be clearly stated in competitive procurement documents. Submissions that are delivered after the closing time must be returned unopened.

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. It must also outline bid dispute resolution procedures.

Competitive procurement processes require an evaluation team responsible for reviewing and rating the compliant bids and must complete an evaluation matrix, rating each of the submissions.

An explanation should be provided regarding the choice of a particular vendor if the submission that receives the highest evaluation score and meets all mandatory requirements set out in the competitive procurement document is not awarded the winning bid

The agreement between the Organization and the successful supplier must be formally defined using the form of agreement that was released with the procurement documents, in a signed written contract before the provision of supplying goods or services commences.

The term of the agreement and any options to extend the agreement must be set out in the competitive procurement documents and must also include appropriate cancellation or termination clauses.

For procurements valued at \$100,000 or more, Organizations must post, in the same manner as the procurement documents were posted, contract award notification as well as informing all unsuccessful suppliers about their entitlement to a debriefing.

Procurements and the resulting contracts must be managed responsibly and effectively.

A file will be maintained by the Finance Manager for quotations and tenders for a period of seven years. Where quotations or tenders have not been obtained there should be notes to that affect and posted in the tender /quote file.

The agency must ensure that there are no conflicts of interest that may arise as a result of the Board members, Employees, Volunteers or Consultants or Contractors suppliers' involvement with the Supply Chain Activities.

The one general exception to the policy is the purchase of residential care from external resources. In this situation, the Executive Director and/or his/her designate is authorized to purchase services within the parameters of the needs of the child, the approved boarding rate budget or service demand

### **Credit Card:**

An Agency credit card may be utilized where immediate payment must be provided to a remote supplier, and where the Agency has not established a purchase arrangement with the vendor.

All purchases are to be made within the cardholder's spending limits and will be in compliance with Agency policies and procedures, and Ministry directives, as per the Credit Card Policy.

**Credit cards can be used for:**

- travel (all travel expenditure guidelines must be adhered to in reference to the Hospitality and Travel Policy, Signing and Spending Authority Policy, and the Credit Card Policy)
- birth registration
- Agency purchases with vendors where a purchasing order agreement has not been issued.

Card holders must read the cardholder policies and procedures manual. It is the responsibility of the cardholder to protect the card from fraud or misuse. If the card has been lost or stolen the accounting department must be notified within twenty-four (24) hours.

Cardholders must review statements carefully to ensure that they are aware of all charges being placed on the card. All usage of these cards will be for agency business and will be supported by appropriate documentation with an indication of the purpose of the expenditure otherwise the holder may be responsible for unauthorized charges.

Any suspicious or unusual charges should be reported to the accounting department immediately.

When ordering online using a card, cardholders should ensure that the website they are using is secure. A small padlock in the bottom right corner of the site indicates a secure site.