

## MEMORANDUM

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**TO:** Board of Directors

**FROM:** Patricia Kyle, CEO

**DATE:** June 10, 2025

**RE:** Annual Report on Procurement

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Under the Broader Public Sector Procurement Directive, CWSDS is required to provide a report confirming that the organization has conducted its procurements following approved policies, which comply with the requirements of the Broader Public Sector Procurement Directive.

During the 2024-2025 fiscal year, CWSDS continues to participate in four purchasing groups (MGS Vendor of Record, Complete Purchasing, OECM and HealthPro) which assisted in meeting the BPS Directive for competitive pricing.

This will confirm for the fiscal year 2024-2025 CWSDS has complied with the Directive and the following was non-competitive:

Repairs and Maintenance: There were emergency repairs and maintenance that were required during the fiscal year. In order to have the work completed as soon as possible, CWSDS did not use the competitive bidding process in line with the Non-Competitive Procurement Requirement in the Procurement Directive.

The Policy 12-020 is posted on the main bulletin board for staff and public to view and can be found on the CWSDS website ([cwsds.ca](http://cwsds.ca)) under Business & Financials.