Central West Specialized Developmental Services

STATEMENT OF POLICY AND PROCEDURE

Department	Finance	**Policy Number:**	12-020
Approved by	Chief Executive Officer & Chief Financial Officer	**Accountability:**	Chief Financial Officer
Operational Lead	Controller	**Policy Origin Date**	September 1992
Revision Date:	September 2025	**Review Date**	September 2026
Review Cycle	Annually	**Exception**	
Applicable Legislation	Broader Public Sector Accountability Act, 2010, Broader Public Sector Procurement Directive		

POLICY TITLE:

Procurement

CWSDS will operate a central purchasing system and abide to the Broader Public Sector (BPS) Procurement Directive issued by the Management Board of Cabinet under the authority of the Broader Public Sector Accountability Act, 2010, (Section 12).

PURPOSE

The purpose of the Directive is:

- To ensure that publicly funded goods and services, including construction, consulting services, and information technology will be outlined through a process that is open, fair and transparent.
- To ensure that CWSDS' responsibilities will be outlined throughout each stage of the procurement process.
- To ensure that the procurement processes are managed consistently throughout the Broader Public Sector
- Procurement Directive Policy.
- To provide guidelines for entering into contracts and to establish internal controls over the authorization of procurement processes.
- To ensure that CWSDS will endeavor to receive value for money when procuring goods, services and consulting services.

PRINCIPLES

The Directive is based on five key principles that will allow CWSDS to achieve value for money while following a procurement process that is fair and transparent to all stakeholders:

Accountability	CWSDS will be accountable for the results of its procurement decisions and the appropriateness of the processes.
Transparency	CWSDS will be transparent to all stakeholders and wherever possible, stakeholders will have equal access to information on procurement opportunities, processes and results.
Value for Money	CWSDS will maximize the value it receives from the use of public Funds.
Quality Service Delivery	CWSDS will ensure that services provided will be the right product, the right time and in the right place.
Process Standardization	CWSDS will ensure that fair and transparent standardized processes is created to remove inefficiencies.

KEY DEFINITIONS

"Goods and Services" means any goods, construction, and services, including but not limited to IT and consulting services.

"Members of an Organization" means all trustees, members of the Board of Directors, Senior Executives, and employees of the organization, or their equivalent.

"Supply Chain Activities" means all activities directly or indirectly related to the organization's planning, sourcing, procurement, moving and payment process.

"Consultant" means 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" means the provision of expertise or strategic advice that is presented for consideration and decision-making.

"Contract" means an obligation, such as an accepted offer, between competent parties upon a legal consideration, to do or abstain from doing some act. It is essential to the creation of a contract that the parties intend that their agreement shall have legal consequences and be legally enforceable. The essential elements of a contract are an offer and an acceptance of that offer; the capacity of the parties to contract; consideration to support the contract a mutual identity of consent or consensus ad idem, legality of purpose, and sufficient certainty of terms.

ONTARIO BROADER PUBLIC SECTOR (PBS) SUPPLY CHAIN CODE OF ETHICS

Goal: CWSDS will ensure an ethical, professional and accountable BPS Supply Chain

1. Personal Integrity and Professionalism

   All CWSDS staff involved with the Supply Chain Activities will act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence will be integral to all Supply Chain Activities within and between CWSDS, suppliers and other stakeholders. Respect will be demonstrated for each other and for the environment. Confidential information will be safeguarded. Participants will not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

2. Accountability and Transparency

   CWSDS will ensure that the Supply Chain Activities will be open and accountable. In particular, contracting and purchasing activities will be fair, transparent and conducted with a view to obtaining the best value for public money. CWSDS will ensure that public sector resources are used in a responsible, efficient and effective manner.

3. Compliance and Continuous Improvement

   CWSDS will ensure that individuals involved with purchasing or other Supply Chain Activities will comply with this Code of Ethics and the laws of Canada and Ontario. CWSDS staff involved will continuously work to improve supply chain policies and procedures, to improve its supply chain knowledge and skill levels, and to share leading practices.

Procedure

CWSDS will ensure that all contracts entered by, or in the name of Central West Specialized Developmental Services, will follow the requirements set forth in the Broader Public Sector (BPS) Procurement Directive.

AUTHORITY TO SIGN – CONSULTING SERVICE

Procurement Method	Procurement Value	Approval Authority
Invitational Competitive	$0 up to $121,200	Chief Executive Officer
Open Competitive	Any Value	Chief Executive Officer
Non-Competitive*	$0 up to $1,000,000 $1,000,000 or more	Chief Executive Officer Board of Directors

*Exemption based only

AUTHORITY TO SIGN GOODS, NON-CONSULTING SERVICES AND CONSTRUCTION

The following thresholds and approval levels are required for the procurement of goods, non-consulting services and Construction:

Total Procurement Value	Means of Procurement	Approval Authority
Up to $2,500	Petty Cash, Operating Funds request, Request to Purchase	Manager
Up to $10,000	Request to Purchase	Director
$10,000 - $25,000	Request to Purchase up to $10,000 Over $10,000: Invitational Competitive (min of three suppliers) - quotes required	Vice Presidents; Chief Financial Officer
$25,000 and above		Chief Executive Officer
$121,200 or more*	Open Competitive Process	Chief Executive Officer

* The requirements must be defined properly and clearly and in compliance with the procedures covered in the BPS Procurement Directives.

Board Approval is required when there are Real Estate transactions or any major refurbishment (over RFP threshold).

When determining the value of procurement for approval, do not take into consideration applicable sales taxes.

OPEN COMPETIVE PROCUREMENT

The open Competitive Procurement is governed by BPS. All Open Competitive procurement process will be reviewed and approved by the CEO and CFO.

Approval Authority regarding Supplies and Capital Expenditures less than $10,000.00:

- Where funds are available in a specific budget line in the current approved budget, any single item requires

the Informal Procurement Process to be followed, and where possible three quotations should be obtained.

- Where funds are not available in a specific budget line in the current approved budget, the item can be funded from another line with approval of the Chief Executive Officer or designate, and the same process is followed as above.

Approval Authority regarding Supplies and Capital Expenditures greater than $10,000.00 and less than $121,000:

- Where funds are available in a specific budget line in the current approved budget, any single item requires the Invitation Competitive Procurement Process to be followed in accordance with the BPS Procurement Directive.

- Where funds are not available in a specific budget line in the current approved budget, the item can be funded from another line with approval of the Chief Executive Officer, and the same process is followed as above.

Approval Authority regarding Supplies and Capital Expenditures greater than $121,000.00:

- Where funds are available in a specific budget line in the current approved budget, any single item requires the Open Competitive Procurement Process to be followed in accordance with the BPS Procurement Directive.

PROCUREMENT RECORD RETENTION

CWSDS will handle, store and maintain vendor's confidential and communicational sensitive information in an appropriate and legal manner.

CWSDS will conduct procurement activities according to the law in Ontario, including contract law, the law of competitive processes, privacy legislation, accessibility legislation and any other legislation applicable.

REFERENCES

http://www.fin.gov.on.ca/BPSsupply

Copy of the Broader Public Sector (BPS) Procurement Directive Policy Guidelines attached