



POLICY:	SECTION 7 .7 PROCUREMENT		
POLICY SECTION:	GOVERNANCE	DATE APPROVED:	FEBRUARY 9, 2012
APPROVER:	Board of Directors	DATE REVIEWED/REVISED:	September 24, 2020

PURPOSE & APPLICATION	<p>This policy provides guidance to all procurement activities to ensure that CTN is in compliance with the Broader Public Sector Accountability Act Procurement Directive. It does not apply to CTN's contracts for frontline and back office services with network partners, as these contracts fall outside the procurement scope.</p>
POLICY	<p>Children's Treatment Network of Simcoe York's (CTN) procurement function shall be performed in an open, fair and transparent manner where goods and services are procured in a competitive environment and where all transactions yield the optimal benefit to the agency.</p> <p>CTN aspires to high ethical, legal, environmental, managerial and professional standards in the management of the resources entrusted to it following the Ontario Broader Public Sector (BPS) Supply Chain Code of Ethics.</p> <ul style="list-style-type: none"> • <i>Personal Integrity and Professionalism</i> All broader public sector (BPS) supply chain participants will act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all supply chain activities within and between BPS organizations, suppliers and other stakeholders. Respect will be demonstrated for each other and for the environment. Confidential information will be safeguarded. Participants will not accept gifts and favours, provide preferential treatment, publicly endorse suppliers or products or engage in any other activity that would create, or appear to create, a conflict of interest. • <i>Accountability & Transparency</i> Supply chain activities will be open and accountable. In particular, tendering, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants will ensure that scarce public sector resources are used in a responsible, efficient and effective manner. • <i>Compliance & Continuous Improvement</i> All BPS supply chain participants will comply with this Code of Ethics and the laws of Canada and Ontario. Participants should continuously work to



POLICY:	SECTION 7 .7 PROCUREMENT		
POLICY SECTION:	GOVERNANCE	DATE APPROVED:	FEBRUARY 9, 2012
APPROVER:	Board of Directors	DATE REVIEWED/REVISED:	September 24, 2020

	<p>improve supply chain policies and procedures, to improve supply chain knowledge and skill levels, and to share leading practices.</p> <p>CTN staff procuring WHMIS-controlled products will ensure that suppliers are fully compliant with WHMIS regulations, correctly identify and label products, and provide Safety Data Sheets (SDS) as required.</p> <p>CTN works within a brokered services environment and contracts both frontline and back office services with a variety of network partners. These contracts fall outside of the procurement scope relative to means of procurement. The BPS Supply Chain Code of Ethics will and does apply to these frontline and back office services. The exemption related to means of procurement was agreed upon through consultation with the Central Region Office of the Ministry of Children, Community and Social Services.</p> <p>Segregation of Duties</p> <p>The following segregation of duties is in place to ensure goods and services are purchased in an efficient and cost effective manner and to establish internal control over the authorization of expenses:</p> <ul style="list-style-type: none"> • <i>Requisition of goods and services</i> Requests for goods and services can be requested throughout the organization and sent to the appropriate Director/Manager for approval within their respective scope of authority. • <i>Budgeting for the purchase of goods and services</i> Budgets for purchase of goods and services are set annually by the Leadership Team and approved by the Board of Directors. • <i>Commitment to release orders to vendors</i> All orders for goods and services are processed through the Director of Corporate Services or delegate(s) and placed with the vendor. • <i>Receipt of goods and services</i> Goods and services received are checked for accuracy and completeness against the packing slip by the administrative assistants, Local Team Facilitators or Specialty Team Facilitators and forwarded to
--	---



POLICY:	SECTION 7 .7 PROCUREMENT		
POLICY SECTION:	GOVERNANCE	DATE APPROVED:	FEBRUARY 9, 2012
APPROVER:	Board of Directors	DATE REVIEWED/REVISED:	September 24, 2020

	<p>the Director of Corporate Services or designate.</p> <ul style="list-style-type: none"> • <i>Payment approval for goods and services</i> Financial signing authority rests with Managers, Directors, and the CEO consistent with the Approval Authorization Schedule below and within the approved annual budget. <p>Contracts or Agreements</p> <p>Based on the assumption of thorough vetting and within the approved annual budget, the following will apply:</p> <ol style="list-style-type: none"> 1. All contracts, leases and partner agency agreements are to be signed by Managers, Directors and/or the CEO consistent with the Approval Authority Schedule below. 2. All contracts, lease and partner agency agreement renewals or amendments are to be signed by Managers, Directors and/or the CEO consistent with the Approval Authority Schedule below. 3. Offers of employment or employment contracts are signed by the hiring supervisor. 4. Program training agreements are signed by the appropriate Manager, Director and/or CEO. 5. Acceptance of bequests and endowments are signed by the CEO and Board Chair. 6. Approval to consult with legal counsel occurs through discussion with and approval by the CEO. 7. Cheque and Electronic Fund (EFT) Batches: every cheque and EFT disbursement report is reviewed and signed by the CEO. 8. The following areas fall under the Procurement Limits: <ol style="list-style-type: none"> i. All consultant agreements: ii. Equipment purchases; and iii. Supply contracts. <p>Cheque Signing Authority</p> <p>The Board of Directors will designate individuals (Board and Staff members) with the authority to sign cheques on behalf of CTN (any two signatures from</p>
--	--



POLICY:	SECTION 7 .7 PROCUREMENT		
POLICY SECTION:	GOVERNANCE	DATE APPROVED:	FEBRUARY 9, 2012
APPROVER:	Board of Directors	DATE REVIEWED/REVISED:	September 24, 2020

this group of individuals constitutes binding legal authority). Any changes to this roster of individuals can only be made by a motion of the Board.

Approval Authority Schedule

CTN has established the following approval authority schedule (AAS) for procurement of goods and non-consulting services.

Prior to commencement, any procurement of goods and non-consulting services will be approved by an appropriate authority in accordance with the AAS described below.

Purchase Amount (excl. taxes) for Competitive Award of Goods, Non-Consulting Services	Delegation of Financial Authority (DOFA) to approve a Competitive Award for Goods, Non-Consulting Services
< \$10,000	Manager
>= \$10,000 and <\$50,000	Director
>= \$50,000 and < \$500,000	Chief Executive Officer
>= \$500,000	Board of Directors

Competitive Procurement Thresholds

CTN has established the following competitive procurement thresholds in accordance with the Broader Public Sector (BPS) Procurement Directive:

Goods, Non-Consulting Services and Construction	
Total Procurement Value	Means of Procurement
\$0 up to but not including \$100	Petty cash
\$100 up to but not including \$5,000	Procurement card (P-card)
\$5,000 up to but not including \$25,000	Purchase order



POLICY:	SECTION 7 .7 PROCUREMENT		
POLICY SECTION:	GOVERNANCE	DATE APPROVED:	FEBRUARY 9, 2012
APPROVER:	Board of Directors	DATE REVIEWED/REVISED:	September 24, 2020

	\$25,000 up to but not including \$100,000	Invitational competitive procurement (minimum of three suppliers are invited to submit a bid)
	\$100,000 or more	Open competitive process
Consulting Services		
	Total Procurement Value	Means of Procurement
	\$0 up to but not including \$100,000	Invitational or open competitive
	\$100,000 or more	Open competitive process
<p>CTN will follow the mandatory requirements under the BPS Procurement Directive for open competitive procurement. Exceptions to open competitive procurement include the following:</p> <p>Sole Sourcing Exemption</p> <p>Where only one supplier is able to meet the requirements of a procurement, CTN will conduct non-competitive procurement as identified in the circumstances listed below (also known as sole source situations):</p> <ul style="list-style-type: none"> • To ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative; • Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists; • For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly; • For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor; • For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work; • For the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases; 		



POLICY:	SECTION 7 .7 PROCUREMENT		
POLICY SECTION:	GOVERNANCE	DATE APPROVED:	FEBRUARY 9, 2012
APPROVER:	Board of Directors	DATE REVIEWED/REVISED:	September 24, 2020

	<ul style="list-style-type: none"> • For the procurement of original works of art; • For the procurement of subscriptions to newspapers, magazines or other periodicals; • For the procurement of real property. <p>All non-competitive and competitive procurement purchases are made within the following process:</p> <ol style="list-style-type: none"> 1. Requests for purchase are generated by staff and approved through the Managers, Directors or the CEO consistent with the above Approval Authorization Schedule. 2. Goods received are matched to packing slips. 3. Invoices are initialled for approval for payment by appropriate Managers, Directors or the CEO consistent with the above Approval Authorization Schedule. 4. Cheque and EFT requisitions are reviewed and approved by the CEO prior to being issued. 5. Purchase receipts are forwarded to CTN's shared services provider for filing as per the process established by CTN. <p>Monitoring Report Requirements</p> <ol style="list-style-type: none"> 1. Annual listing of contracts awarded over \$25,000, disclosing the supplier and the amount will be provided to the Audit & Finance Committee at the Committee meeting in May following the end of the fiscal year. 2. Annual listing of any approvals for purchases/contracts outside of approved budget to be provided to the Audit & Finance Committee at the Committee meeting in May following the end of the fiscal year.
<p>References / related documents</p>	<p><u>Broader Public Sector Procurement Directive, issued by Management Board of Cabinet, April 1, 2011</u></p>