



**FIREFLY
POLICY FIN #10**

Section: FINANCE
Policy Name: Purchasing/Tendering Approval Limits
Approved by: Chief Executive Officer
Effective Date: October 18, 2023
Next Review Date: October 18, 2026

POLICY

FIREFLY has an obligation and commitment to ensure that goods and services, including but not limited to supplies and equipment, professional services, training and travel are procured through a fair and transparent process.

FIREFLY follows the requirements set by the Ontario Broader Public Sector Supply Chain Code of Ethics and the Broader Public Sector Procurement Directive.

PROCEDURE

Approval Limits

Prior to securing goods or services, appropriate approvals are required dependent on the cost. In addition, to ensure effectiveness and efficiency, some types of procurement are coordinated by a specific department or function. Table 1 below defines approval levels for goods and services.

Table 1

Procurement	Value	Approval Authority
For Goods/Services	Up to \$1,000	Manager
	Up to \$5,000	Director
	Up to \$70,000	Chief Executive Officer
	Over \$70,000	Board of Directors

Procurement Process

To ensure procurements are fair, equitable and transparent, the procurement process varies depending on the cost and nature of the goods or services being procured. FIREFLY will not discriminate or exercise preferential treatment in awarding a contract to a supplier. The competitive procurement process requirements for goods, non-consulting and consulting services and construction are detailed in Table 2, below.

Table 2

Goods, Non-Consulting Services and Construction		
Procurement Value	Means of Procurement	Recommended/Required
Up to \$100	Petty Cash Employee Expenses Purchase Order	Recommended based on discretion
\$100 to \$15,000	Purchase Order/Contract	Required
\$15,000 to \$100,000	Invitational competitive procurement, minimum three suppliers	Required
\$100,000 or more	Open competitive procurement	Required
Consulting Services		
Procurement Value	Means of Procurement	Recommended/Required
Up to \$100,000	Invitational or open competitive procurement	Required
\$100,000 or more	Open competitive procurement	Required

If the required number of quotes were not possible to obtain, it shall be recorded in the file that the attempts were made and why all were not received. If reasonable, this will not prohibit the purchase from occurring.

Invitational Competitive Procurement

A request for proposal (RFP) is developed and sent to three potential suppliers, where possible, with a defined response date. Responses received after the closing date will not be considered. Responses will be evaluated based on predefined criteria by the Strategy and Performance Team (SPT) along with an evaluation team (if applicable).

Open Competitive Procurement

An RFP is developed and posted for open competition. The RFP will be posted electronically on tender sites, which are readily accessible to potential bidders. The RFP will include a defined response date. Responses received after the closing date will not be considered. Responses will be evaluated based on predefined criteria by the SPT along with an evaluation team (if applicable).

Open Request for Pre-Qualification

Open Requests for Pre-Qualification follow the process described in Invitational Competitive Procurement. Successful suppliers will be short listed for future relevant RFPs.

Tenders for Supplies and Services (Not Service Contracts)

Depending on the frequency of purchase and the aggregate amount of purchases over the course of a year, management will review purchasing procedures to ensure that the organization is receiving the lowest possible price for these purchases. Where appropriate, administration may wish to tender for the annual provision of supplies and services.

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Date Revised:	October 15, 2018 October 20, 2020 October 18, 2023		