 <p>The Children's Aid Society of Hamilton</p>	<p>SECTION: Procurement</p> <p>SUBJECT: Delegated Authorities for Procurement (Managing Policy)</p>	<p>POLICY APPROVED BY: Board of Directors</p> <p>DATE: April 1, 2016</p> <p>SUPERCEDES: November 25, 2011</p>
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1. Policy Purpose

The Board has approved a Governing policy for Delegated Authorities for Obligations and Payments. The purpose of this managing policy is to specifically align these authorities with procurement activities and processes.

2. Stewardship

This policy is developed and administered by the Finance & Property Committee of the Board.

3. Definitions

In this policy, word and expressions have the following meanings:

1. "Board" means the Board of Directors of the Children's Aid Society of Hamilton.
2. "Society" means the Children's Aid Society of Hamilton.
3. "Director F&A" means the Director Finance & Administration of the Children's Aid Society of Hamilton.
4. "E.D." means the Executive Director of the Children's Aid Society of Hamilton
5. "Procuring" is the process of purchasing, renting, leasing or otherwise acquiring any goods or services.
6. "Goods" includes supplies, equipment, materials structures, to be delivered, installed or constructed.
7. "Services" means all construction, maintenance and professional services, including lawyers, accountants, engineers, designers, software experts.
8. "Consulting Services" means expert, strategic advice and related services, provided under an agreement other than an employment agreement for the purposes of strategic decision making.
9. "Competitive Procurement" means a set of procedures for developing a procurement contract through a bidding or proposal process. The intent is to solicit fair, impartial, competitive bids.
10. "Invitational Competitive Procurement" means any form of requesting a minimum of (3) qualified suppliers to submit a written proposal in response to the defined requirements outlined by an individual/organization.
11. "Open Competitive Procurement" is the process advertising available supply opportunities to qualified Canadian suppliers through a readily accessible electronic tendering system.

4. Policy

The authority to initiate purchases on behalf of the Society is restricted to the Executive Director and to Department Directors, Managers and Unit/Administrative Supervisors or equivalent. The Governing and Managing Policies *Delegated Authorities for Obligations and Payments* establish and define

- i. the limits of authority delegated to the Executive Director and to management,
- ii. the types and maximum amount of obligations that may be approved, and
- iii. the mechanisms to be in place to provide for integrity of such processes.

The following charts specify procurement limits by Designated Authority levels and prescribe mandatory solicitation and procurement modes for the procurement of Goods and Non-Consulting Services and for Consulting Services.



The Children's Aid Society
of Hamilton

SECTION: Procurement

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Procurement
(Managing Policy)

**POLICY
APPROVED
BY:** Board of Directors

DATE: April 1, 2016

SUPERCEDES: November 25,
2011


Goods and Non-Consulting Services

Total Procurement Value	Required Approval	Required Solicitation	Means of Procurement
\$0 up to but not including \$100	Unit/Administrative Supervisor	N/A	Petty Cash
\$100 up to but not including \$1,000	Unit/Administrative Supervisor	N/A	Purchase Order
\$1,000 up to but not including \$5,000	Manager	N/A	Purchase Order
\$5,000 up to but not including \$10,000	Department Director	N/A	Purchase Order
\$10,000 up to but not including \$100,000	Executive Director	Invitational Competitive	Purchase Order
\$100,000 or more	Executive Director	Open Competitive	Request for Proposal/Tender

Consulting Services

Total Procurement Value	Required Approval	Required Solicitation	Means of Procurement
\$0 up to but not including \$5,000	Manager	Invitational Competitive	Purchase Order
\$5,000 up to but not including \$10,000	Department Director	Invitational Competitive	Contract
\$10,000 up to but not including \$100,000	Executive Director	Invitational Competitive	Contract
\$100,000 or more	Executive Director	Open Competitive	Request for Proposal/Tender

The Finance and Administration Department is responsible for processing purchase orders. The Director of Finance and Administration has approval authority over all purchases and contractual commitments and shall

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make the final determination on any proposed purchases where budgetary or other conditions may result in denial.

5. Value of Procurement

- i. When determining the value of procurement for approval and procurement mode purposes as outlined in this policy, applicable sales taxes should not be taken into consideration.
- ii. For contracts, the value of procurement for approval and solicitation purposes is the total of the estimated annual spend/buy for each year of the contract term including all base term extension options.

6. Effect on Prior Policies

The effective date of this policy is referenced above. Any prior policies regarding purchasing and other matters dealt with in this policy are hereby superseded. This policy shall have no effect on purchases made or contracts executed prior to the date this Policy is approved.

7. Other Reference

For additional direction, staff are to refer to other affiliated policies including but not limited to:

- Governing Policy for Purchasing Goods and Services
- Governing and Managing Policies for Delegated Authorities for Obligations and Payments
- Managing Policy for Competitive and Non Competitive Procurement
- Managing Policy for Open Competitive Vendor Selection and Procurement