



Section:	Governance	Review Period:	2019-01-14
Policy Title:	Governance Policy Manual - Section 7.7 - Procurement Policy	Approval Date:	2016-12-06
		Revision Date:	2024-07-03
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<b>PURPOSE &amp; APPLICATION</b>	This policy provides guidance to all procurement activities to ensure that CTN is in compliance with the Broader Public Sector Accountability Act Procurement Directive.
<b>POLICY</b>	<p>CTN's 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"> <li> <p><i>Personal Integrity and Professionalism</i></p> <p>All 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.</p> </li> <li> <p><i>Accountability &amp; Transparency</i></p> <p>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.</p> </li> <li> <p><i>Compliance &amp; Continuous Improvement</i></p> <p>All BPS supply chain participants will comply with this Code of Ethics and the laws of Canada and Ontario. Participants should continuously work to improve supply chain policies and procedures, to improve supply chain knowledge and skill levels, and to share leading practices.</p> </li> </ul>



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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.

Special circumstances provide for the use of non-competitive procurement. Non-competitive procurement that may or may not apply to CTN includes the following:

- Contracts with a public body or a non-profit organization.
- Health and social services.
- Procurement of goods and services related to cultural or artistic fields and computer software for educational purposes.
- Procurement of services that may be legislated or regulated in Ontario provided by any of the following licensed professionals: medical doctors; dentists, nurses, pharmacists, veterinarians, engineers, land surveyors, architects, accountants, lawyers, and notaries.
- Procurement of services of financial analysts or the management of investments by organizations who have such functions as a primary purpose.
- Procurement of financial services respecting the management of financial assets and liabilities (i.e., treasury operations) including ancillary advisory and information services, whether or not delivered by a financial institution.

**Segregation of Duties**

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:

- *1. Requisition of goods and services*  
Requests for goods and services are requested by CTN employees to support departmental, program, and organizational needs and objectives.
- *2. Budgeting for purchase of goods and services*



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Members of the leadership team and senior leadership team with accountability for budgets will approve requisitions for goods and services, in accordance with the approval authority schedule and procurement thresholds outlined in this policy.

- *3. Commitment to release orders to vendors*  
Orders for goods and services are processed by portfolio administrative assistants for P-card purchases, the purchasing assistant for purchase orders, and the procurement specialist for competitive and non-competitive procurement in accordance with the approval authority schedule and procurement thresholds.
- *4. Receipt of goods and services and approval of invoices*  
The individual receiving the goods will confirm with the administrative assistant and/or purchasing assistant that the goods were received. Upon confirmation of receipts of goods, invoices will be approved for payment in accordance with the approval authority schedule. Receipts of services will be confirmed and approved by leadership and senior leadership team members upon receipt of the invoice in accordance with amounts and positions in the approval authority schedule.
- *5. Payment approval for goods and services*  
Payment for goods and services will be processed by CTN's accounts payable role upon receipt of invoices approved through the receipt of goods and services above.

**Contracts or Agreements**

Based on the assumption of thorough vetting and within the approved annual budget, the following will apply:

1. All procurement contracts, leases and agreements are to be signed by signing officers as per signatories and thresholds identified in the Signing Authority Policy.



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2. Approval to consult with legal counsel occurs through discussion with and approval by the CEO as brought forward by members of the senior leadership team.
3. The following areas fall under the Procurement Limits:
  - i. All consultant agreements;
  - ii. Equipment purchases; and
  - iii. Supply contracts.
  - iv.

**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.

<b>Subject to budget and endorsement of appropriate Senior Leadership Team member</b>	
<b>Procurement Value excluding non-competitive procurement below.</b> Procurement value is excluding taxes and is subject to appropriate means of Procurement ie P-card, Purchase Order, and Invitational or Competitive Procurement	<b>Position(s) Authorized</b>
<\$30,000	Manager
<\$250,000	Director
<\$500,000	Chief Financial Officer
<\$1,000,000	Chief Executive Officer
=>\$1,000,000	Board of Directors



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<b>Non-competitive Consulting Procurement</b>	<b>Position(s) Authorized</b>
\$0 up to but not including \$1,000,000	Chief Executive Officer
\$1,000,000 or more	Board of Directors

**Competitive Procurement Thresholds**

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

<b>Goods, Non-Consulting Services and Construction</b>	
<b>Total Procurement Value</b>	<b>Means of Procurement</b>
Up to but not including \$5,000	Procurement card (P-card)
\$5,000 up to but not including \$25,000	Purchase order (issued through Purchasing Assistant)
\$25,000 up to but not including \$121,200	Invitational competitive procurement - minimum of three suppliers are invited to submit a bid (lead by appropriate signing/spending authority)
\$121,200 or more	Open competitive process

<b>Consulting Services</b>	
<b>Total Procurement Value</b>	<b>Means of Procurement</b>
\$0 up to but not including \$121,200	Invitation or open competitive
\$121,200 or more	Open competitive process

The positions, identified in the approval authority schedule, conducting the procurement are responsible for ensuring procurement procedures and documents include full and complete identification of organizational needs and clear definition of requirements. The scope of an invitational or open competitive procurement initiative, if needed, can be modified during the posted period, prior to submission



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deadline, by issuing an addendum. If a procurement initiative requires change to scope, terms, and conditions, stated deliverables, or optional contract term extension, the changes must be formally documented. If the additional scope changes the procurement threshold, a new procurement process will be undertaken with adherence to CTN's approval authority schedule and means of procurement thresholds.

CTN will follow the mandatory requirements under the BPS Procurement Directive for open competitive procurement. Exceptions to open competitive procurement include the following:

**Sole Sourcing Exemption**

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):

- 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.
- For the procurement of original works of art.



# Children's Treatment Network

## CHILDREN'S TREATMENT NETWORK OF SIMCOE YORK Governance Policy and Procedure Manual

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	<ul style="list-style-type: none"><li>• For the procurement of subscriptions to newspapers, magazines, or other periodicals.</li><li>• For the procurement of real property.</li></ul>
<b>REFERENCES / RELATED DOCUMENTS</b>	<a href="#"><u>Broader Public Sector Procurement Directive, issued by Management Board of Cabinet, April 1, 2011</u></a>