

POLICY OF THE BOARD OF DIRECTORS



POLICY: G-85
 ADOPTED: September 25 2014
 LAST REVIEWED: **June 28 2018**
 NEXT REVIEW:

CATEGORY: **Governance**
 TITLE: **Competitive Procurement Thresholds**

Context:

In 2014-2015 Fiscal Year, Contact Hamilton became a Broader Public Service organization given its annual government funding and as such must comply with the Broader Public Sector Accountability Act, 2010.

Policy:

Contact Hamilton will ensure that all contracts entered by Contact Hamilton will comply with the mandatory requirements set forth in the Broader Public Sector Procurement Directive (attached).

Contact Hamilton will conduct an open competitive procurement process where the estimated value of procurement of goods or services is \$100,000 or more. The exemptions must be in accordance with the applicable trade agreements.

Contact Hamilton will competitively procure consulting services irrespective of value. The exemptions must be in accordance with the applicable trade agreements.

Contact Hamilton will not reduce the overall value of procurement (e.g., dividing a single procurement into multiple procurements) in order to circumvent competitive procurement thresholds.

For expenses less than \$100,000, Contact Hamilton will follow its Means of Procurement rules below.

Approval Authority/Means of Procurement

Goods, Non Consulting Services and Construction		
Total Procurement Value	Means of Procurement	Approval Authority
\$0 up to \$4999	One quote	Executive Director
\$5000 up to \$9999	3 written quotes	Executive Director
\$10,000 to \$99,999	Informal or Invitational – 3 written quotes	Board of Directors
\$100,000 or more	Open Competitive Process	Board of Directors
Consulting Services		
\$0 up to \$99,999	Invitational or Open Competitive Process (BPS)	Board of Directors
\$100,000 or more	Open Competitive Process (BPS)	Board of Directors

For complete details of the 25 mandatory requirements, please see: Broader Public Sector Procurement Directive, July 1 2011

