

	BOARD PROCUREMENT POLICY	Approved Motion: 2018-74
		Review Date: Nov. 15, 2018

Admin-1 Procurement

This policy is made pursuant to the Provisions of Section 271(1) of the Municipal Act, as amended. This requires that Public Libraries shall adopt policies, prior to January 1, 2005, with respect to the procurement of goods and services, including policies with respect to enumerated procurement issues.

1. In this policy:

- (a) “*Library*” means the Township of Ramara Public Library;
- (b) “*Board*” means the Board of Trustees of the Township of Ramara Public Library;
- (c) “*Chief Librarian*” means the Chief Executive Officer of the Library, as appointed by the Board, to oversee the running of the Library;
- (d) “*Request for Verbal Quotation*” means an informal, ad hoc request made by the Chief Librarian or his/her Designate with respect to the procurement price of goods and/or services;
- (e) “*Verbal Quotation*” means a verbal and/or undocumented price quotation received from a supplier of goods or services after receiving a Request for Verbal Quotation;
- (f) “*Request for Written Quotation*” means a formal, written request made by the Chief Librarian to the supplier with respect to the procurement price of specified goods and/or services;
- (g) “*Written Quotation*” means a documented price quotation received from a supplier of goods or services after receiving a Request for Written Quotation; and
- (h) “*Procure*” means to acquire by purchase, rental, lease or trade, and “*Procurement*” shall have a like meaning

2. The Library shall use the following types of procurement processes:

- (a) Request for Verbal Quotation;
- (b) Request for Written Quotation;
- (c) Formal Tender; and
- (d) Such other type of procurement process that the Board, by Resolution, deems to be in the best interests of the Library.

3. The goals to be achieved by using each type of procurement process are as follows:

- (c) Request for Verbal Quotation: meet the requirements of the Library for the provision of goods and services necessary for the operation of the Library in a time-effective and cost-conscious manner while maximizing the utilization of library resources, for minor procurements of \$250.00 or less exclusive of taxes, where the time and effort required to prepare, solicit, and obtain written quotations may not be justified;
- (d) Request for Written Quotation: meet the requirements of the Library for the provision of goods and services necessary for the operation of the Library in a time-effective and cost-conscious manner while maximizing the utilization of library resources, for procurements exceeding \$250.00 exclusive of taxes, but not exceeding \$100,000.00 exclusive of taxes, where the time and effort required to prepare, solicit, and obtain written quotations is justified; and
- (e) Formal Tender: meet the requirements of the Library for the provision of goods and services necessary for the operation of the Library in a time-effective and cost-conscious manner while maximizing the utilization of library resources, for major procurements exceeding \$100,000.00 exclusive of taxes, where the time and effort required to prepare, solicit, and obtain written bids through a formalized tender process is justified.

4. The circumstances under which each type of procurement process shall be used are as follows:

- (a) Request for Verbal Quotation: where the total procurement price of the goods or services to be procured does not exceed \$250.00 exclusive of taxes, the Chief Librarian or his/her Designate shall obtain at least one verbal quotation prior to procuring the goods or services;

(b) Request for Written Quotation:

(I) where the total procurement price of the goods or services to be procured exceeds \$250.00 exclusive of taxes, but does not exceed \$5,000.00 exclusive of taxes, the Chief Librarian shall obtain at least two written quotations prior to procuring the goods or services;

(II) where the total procurement price of the goods or services to be procured exceeds \$5,000.00 exclusive of taxes, but does not exceed \$100,000.00 exclusive of taxes, the Chief Librarian shall obtain the authorization of the Board prior to soliciting written quotations for procuring the goods or services in question, shall thereafter obtain at least three written quotations for procuring the goods or services in question, and shall thereafter obtain the authorization of the Board prior to accepting any of the quotations for procuring the goods or services in question; and

(c) Formal Tender: where the total procurement price of the goods or services to be procured exceeds \$100,000.00 exclusive of taxes, the Board shall, by Resolution, establish the formal tendering procedures that shall be followed prior to procuring the goods or services having a total procurement price exceeding \$100,000.00 exclusive of taxes.

5. The circumstances under which a tendering process is not required is as follows:

(a) Procurements of goods or services having a total procurement price not exceeding \$100,000.00 exclusive of taxes.

6. The circumstances under which in-house bids will be encouraged as part of a formal tendering process are as follows:

(b) Where, by Resolution, the Board deems that the encouragement of in-house bids as part of a formal tendering process is in the best interests of the Library.

7. The integrity of each procurement process will be maintained as follows:

(a) Request for Verbal Quotation: Where the total procurement price of the goods or services to be procured does not exceed \$250.00 exclusive of taxes.

(b) Request for Written Quotation:

(I) Where the total procurement price of the goods or services to be procured exceeds \$250.00 exclusive of taxes, but does not exceed \$5,000.00 exclusive of taxes, the Chief Librarian shall report to the Board on an ongoing basis at each Board meeting with a written summary setting out procurement of goods and services made via this procurement process. The Chief Librarian shall keep copies of all documents, memos, quotations, and correspondences of all kinds sent and received pursuant to this procurement process for a period of at least three years.

(II) Where the total procurement price of the goods or services to be procured exceeds \$5,000.00 exclusive of taxes, but does not exceed \$100,000.00 exclusive of taxes, the Chief Librarian shall obtain the authorization of the Board prior to soliciting written quotations for procuring the goods or services in question, shall thereafter obtain at least three written quotations for procuring the goods or services in question, and shall thereafter obtain the authorization of the Board prior accepting any of the quotations for procuring the goods or services in question. The Chief Librarian shall report to the Board on an ongoing basis at each Board meeting with a written summary setting out procurement of goods and services made via this procurement process. The Chief Librarian shall keep copies of all documents, memos, quotations, and correspondences of all kinds sent and received pursuant to this procurement process for a period of at least five years.

(c) Formal Tender: Any proposed expenditure in excess of \$100,000 exclusive of taxes shall be considered to be a major expenditure, and shall only be undertaken through a formal tendering process as approved by the Board. Any substantive and material decisions regarding this procurement process shall be within the exclusive jurisdiction of the Board. The Chief Librarian shall keep copies of all documents, memos, quotations, and correspondences of all kinds sent and received pursuant to this procurement process for a period of at least seven years.

8. The interests of the Library Board, the public, and the persons participating in a procurement process will be protected as follows:

- (h) This policy shall be made available to the public and promulgated in the same fashion as the other policies of the Library;
- (i) Information regarding specific procurements shall be made available to the public by way of regular disclosure at meetings of the Board, which are open to the public, except when disclosure of such information may be prohibited by law, may involve a breach of privacy legislation, or may be the subject matter of “*in camera*” Board discussions;

- (j) The provisions of this procurement policy shall be deemed to be minimum requirements. The Chief Librarian may, in the exercise of his/her discretion, exceed these policy guidelines, by requesting more quotations than the numbers set out above, and/or requesting written quotations of procurements of less than \$250.00 exclusive of taxes;
- (k) The Chief Librarian or his/her Designate shall communicate to potential suppliers of goods or services, either verbally in the case of Requests for Verbal Quotations, or in writing in the case of Requests for Written Quotations, that such Request is simply a solicitation of offers, that such Request creates no obligation whatsoever on the Library to procure the goods or services, and that the lowest, or any, Quotation received in response to the Request will not necessarily be accepted, and that the terms of the Request may be modified, cancelled, or otherwise withdrawn at any time; and
- (l) The Chief Librarian may deviate from these policies only after receiving formal Board approval.

9. The procurement processes will be reviewed to evaluate their effectiveness in the following fashion, and in accordance with the following time frame:

- (a) The Chief Librarian shall monitor the efficacy of these procurement processes on an ongoing basis. The Chief Librarian shall communicate on an ad hoc basis with other members of the Library community in Ontario with regard to procurement issues and concerns. The Chief Librarian shall bring forward to the Board comments, concerns, observations, and recommendations regarding these procurement processes;
- (b) The procurement processes shall be informally reviewed on an ad hoc basis at Board meetings as needed, to evaluate the effectiveness of the various procurement processes; and
- (c) This Policy shall be formally reviewed by the Planning and Policy Committee of the Board on at least an annual basis, or at such shorter interval as the Board considers appropriate, to evaluate the effectiveness of the various procurement processes.