

Contact North | Contact Nord

Ontario's Distance Education & Training Network
Le réseau d'éducation et de formation à distance de l'Ontario

Financial Policy and Procedures

Originator: Director, Financial Services

Approved by: Contact North | Contact Nord Board of Directors

Effective Date: June 28, 2012

History: Replaces Delegation of Expenditure Approval Authority – January 1, 2011

Approval Authority Schedule

Purpose

To set forth the level of approval for procurement of goods, non-consulting services and consulting services.

This schedule complies with the Ontario Ministry of Finance Broader Public Sector Procurement Directive. Prior to commencement, any procurement must be approved in accordance with the Approval Authority Schedule ("AAS") set out below:

Approval Authority Schedule (AAS) for Procurement of Goods, Non-Consulting Services and Construction

Total Procurement Value before Taxes	Means of Procurement	Process	Approval Required
\$0 up to and including \$1,500	Petty Cash, Procurement Card or Invoice Petty Cash Online Learning Centres limit - \$250 Petty Cash Regional Coordination Centres limit - \$300	Direct Purchase	Petty Cash or Procurement Card Holder Cost Centre Manager
Over \$1,500 and up to and including \$10,000	Single quotation required Purchasing Services to issue a purchase order	Quote can be obtained by department or Purchasing Services	Cost Centre Manager
Over \$10,000 and up to and including \$99,999.99	Invitational competitive procurement (minimum of three or more suppliers are invited to submit a written quotation) Purchasing Services to issue a purchase order	Quotes can be obtained by department or Purchasing Services	Cost Centre Manager (up to and including \$25,000) Director, Financial Services (up to and including \$50,000) President – CEO (up to and including \$99,999.99)
\$100,000 and above	Open competitive process	Purchasing services shall manage the acquisition process through an RFQ/RFP/RFQS. All postings will be on MERX.	President – CEO (up to and including \$250,000) Board of Directors (over \$250,000)
Non-competitive (Exemption based) process must be documented by the Cost Centre Manager and approved by the President (up to and including \$250,000) or by the Board of Directors (over \$250,000)			

Approval Authority Schedule (AAS) for Procurement of Consulting Services

Total Procurement Value before Taxes	Means of Procurement	Process	Approval Required
\$0 up to and including \$99,999.99	Invitational competitive procurement (minimum of three or more suppliers are invited to submit a written quotation) Purchasing Services to issue a purchase order	Quotes can be obtained by department or Purchasing Services Purchasing Services shall manage service contracts	Cost Centre Manager (up to and including \$25,000) Director, Financial Services (up to and including \$50,000) President – CEO (up to and including \$99,999.99)
\$100,000 and above	Open competitive process	Purchasing services shall manage the acquisition process through an RFQ/RFP/RFQS posted on MERX.	President – CEO (up to \$250,000) Board of Directors (over \$250,000)
Non-competitive (Exemption based) process must be documented by the Cost Centre Manager and approved by the President (up to and including \$250,000) or by the Board of Directors (over \$250,000)			

Invitational Competitive Procurement is defined as the contractual acquisition (purchase or lease) by Contact North of any good or service, which enables some but not all suppliers to compete in a fair and open environment.

Contact North conducts invitational competitive procurement by inviting three or more qualified suppliers to submit written proposals to supply goods or services as specified by the Contact North.

Open Competitive Procurement is defined as the contractual acquisition (purchase or lease) by Contact North of any good or service, which enables all Canadian suppliers to compete in a fair and open environment.

Contact North conducts open competitive procurement through an RFQ/RFP/RFQS process posted on MERX.