

PETERBOROUGH PUBLIC HEALTH

Board of Health

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-180	Title: By-Law Number 9 – Procurement of Goods and Services
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 2007-10-10
Signature: <i>Original signed by Board Chair</i>		Author: Director of Operations
Date (YYYY-MM-DD): 2022-09-14		
Reference: By-Law Number 2 - Banking and Finance PPH Policy 9-95: Purchasing – Tendering and Calls for Proposals		

NOTE: This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

By-Law Number 9 **A By-Law to Provide for the Procurement of Goods and Services**

1. In this By-law:
 - (1) "Act" means the Health Protection and Promotion Act.
 - (2) "Board" means the Board of Health for the Peterborough Public Health; and
 - (3) "Medical Officer of Health" means the Medical Officer of Health of the Board as defined under the Act and Regulations.
 - (4) "Director of Operations" means the business administrator of the Board as defined in the Regulations under the Act.
 - (5) "Capital Project" means costs incurred to acquire or improve the life expectancy of a long-term capital investment such as equipment or building.
2. Peterborough Public Health shall utilize fair, responsible, and efficient methods to secure the supplies, equipment, accommodation, and services needed to implement the Board's programs and services.
3. Board and organizational policies and procedures shall ensure that purchasing decisions are based on price, suitability, availability, impact on employee health and safety and the environment, and stability and integrity of, and previous experience with, the vendor.

4. The following procurement process shall apply depending upon the value of the goods or services. The procurement process undertaken assumes the purchase has been pre-approved within the annual program operational budget. All purchases in excess of \$5,000, not included in the program operational plan, must be approved by the Director of Operations or delegate.

Appendix "A" to this by-law provides a summary of the Types of Procurement Processes:

- a. For purchases having an estimated cost of less than \$1,000 excluding taxes, no formal quotation process is necessary. The acquisition of goods or services should be through open, fair and competitive pricing in the best interests of the organization. For purchases greater than \$1,000 but not exceeding \$5,000 excluding taxes, a minimum of two verbal quotations are obtained and documented. The Program Manager or designate will determine the successful quotation in consultation with the requisitioner. In some circumstances, non-competitive pricing may occur to allow for the procurement of goods and services in an efficient and timely manner.
 - b. For purchases greater than \$5,000 but not exceeding \$30,000 excluding taxes, and as approved within applicable budget, three documented written quotes shall be obtained. The Program Manager or designate will determine the successful quotation in consultation with the Director of Operations or delegate.
 - c. For purchases greater than \$30,000 but not exceeding \$100,000, a Request for Proposal or Tender shall be called by the Director of Operations. The Director will determine the successful bidder in consultation with the Medical Officer of Health. Following the awarding of a tender, significant changes to prices or terms previously approved must be submitted to the Director of Operations for approval.
 - d. For purchases greater than \$100,000, a Request for Proposal or Tender shall be called by the Director of Operations, for review by the Medical Officer of Health. Recommendations shall be presented to the Board, or designated committee of the Board for consideration and decision. Following the awarding of a tender, significant changes to prices or terms previously approved by the Board must be submitted to the Board for approval. Calling for quotations and tendering may be waived in emergency and extraordinary circumstances approved by the Medical Officer of Health and the Chairperson of the Board.
5. Non-competitive procurement through sole or single sourcing may be approved whereby goods and services are unique to a specific vendor and/or cannot be obtained through another supplier with a procurement value up to a total purchase value of \$ 5,000 by the Program Manager. For goods and services exceeding \$5,000 and up to \$100,000, approval must be provided by the Director of Operations or delegate.
 6. For capital projects in excess of \$100,000, approval from the Board is required.
 7. The use of credit cards to purchase goods and services, and designation of cardholders, shall be approved by the Director of Operations or designate. The credit card(s) will have an approved set limit whereby one individual card shall not have a credit limit in excess of

\$25,000. Increases to the credit card limit must be approved by the Director of Operations. All purchases shall be within the established monthly limit. Credit cards shall only be used by the designated cardholder.

8. The use of debit cards to purchase goods and services, and designation of cardholders, shall be approved by the Director of Operations. Each debit card account has a maximum of \$1,500 of available funds. All purchases shall be within the established available funds. Debit cards shall only be used by the designated cardholder.
9. To ensure that the Board is receiving the best value and to encourage competition, the Director of Operations shall review:
 - banking services in accordance with governing legislation and relevant Board By-laws every five years;
 - insurance, audit and legal services at least every three years; and
 - communications services at least every three years or sooner if deemed necessary.

This By-law shall be deemed to have come in to force on the 11th day of October, 2007.

Dated at the City of Peterborough the 10th day of October, 2007.

Appendix “A” TO BY LAW 9 – PROCUREMENT OF GOODS AND SERVICES

Total Procurement Value	Method of Procurement	Authorization
Up to \$1,000	No formal quotation	Program Manager
\$1,001 - \$5,000	Minimum of two verbal quotes obtained and documented	Program Manager
\$5,001 - \$30,000	Three written quotes obtained	Director of Operations in consultation with the Program Manger
\$30,001 - \$100,000	Request for Proposal or Tender	Director of Operations in consultation with Medical Officer of Health
\$100,000 and above	Request for Proposal or Tender	Board of Health or Designated Committee

Review/Revisions

On (YYYY-MM-DD): 2007-10-10

On (YYYY-MM-DD): 2012-12-12

On (YYYY-MM-DD): 2014-09-03 (review)

On (YYYY-MM-DD): 2018-09-12

On (YYYY-MM-DD): 2022-09-14 (Board, no changes)