

## **PROCUREMENT**

PCC/NYS complies with the mandatory requirements set forth in the Broader Public Sector Procurement Directive. Goods and services are acquired through a process that is open, fair and transparent and looks to optimize quality and cost.

Also see:

- [\*Ontario Broader Public Sector Procurement Directive\*](#)

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Approved: May 29, 2011

## **PURCHASING: GOODS**

Purchasing of goods is a centralized function conducted through the PCC/NYS Finance Department:

- Purchase order numbers are assigned by central purchasing in the Finance Department.
- Unless otherwise approved by Central Purchasing, purchases are ordered and received by Central Purchasing.
- Packing slips must be forwarded to Accounts Payable in Finance to be matched with purchase orders and invoices.

Purchasing must be conducted on a competitive basis within the approved budget considering:

- price,
- service,
- quality, and
- delivery terms.

All other factors being equal, price is the deciding factor.

Three quotes are required for purchases of individual items greater than \$10,000 and for purchases over \$100,000, an open competitive process is required assuring the balance of cost and quality. Where there is only one vendor available, no competitive selection process is required. Exceptions to this practice must be documented and approved by the Director, Finance and Administration.

Conflict of interest must be declared and documented in accordance with

- PCC/NYS Purchases From Staff, Volunteers Or Board Members, A5-40 And
- Conflict Of Interest, Hr3-200.

## **APPROVALS**

- All purchases must be approved by the appropriate supervisor.
- Purchase orders are prepared for all purchases of equipment and supplies.
- All invoices are approved and coded by appropriate supervisors, managers and/or directors.

Exceptions to this practice must be documented and approved by the Director, Finance and Administration.

### **For Purchases Not in Approved Budget**

<b>Amount of Purchase</b>	<b>Required Approval</b>
• up to \$30,000	Chief Executive Officer
• in excess of \$30,000	Board of Directors

## **COMPUTER EQUIPMENT ACQUISITIONS**

All computer purchases require consultation with Information Technology (IT) staff on:

- need for the software/hardware;
- quality of the technical aspects (e.g., compatibility, functionality and performance) of the requested software/hardware; and
- possibility of viable alternatives.

Refer to the [\*Ontario Broader Public Sector Procurement Directive\*](#) for best practices and documentation guidelines on procurement of goods, services and consulting services including use of credit and purchasing.

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Approved: July 31, 2013

## PURCHASING: SERVICES

Where there are multiple vendors for the required services, three quotes are required. Purchasing must be conducted on a competitive basis within the approved budget considering:

- price,
  - service, and
  - quality.
1. Where there is only one vendor available, no competitive selection process is required. Exceptions to this practice must be documented and approved by the Director, Finance and Administration.
  2. Conflict of interest must be declared and documented in accordance with PCC/NYS
  3. Chosen vendors/services must be monitored by the appropriate supervisor to ensure performance meets the contract criteria. Annually or at the end of the contract, the service/vendor must be reviewed to verify optimal choice.

## APPROVALS

- All purchased services must be approved by the appropriate supervisor.
- All invoices must be approved and coded by the appropriate supervisor.
- Fee for Service contracts must be signed according to Signing Authority, A4-120.
- For purchases not in the approved budget, refer to Purchasing: Goods, A5-20.
- Refer to the ***Ontario Broader Public Sector Procurement Directive*** for best practices and documentation guidelines.

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## PURCHASING: LEASES

Leasing of goods and property is a centralized function conducted through the PCC/NYS Finance Department

Where there are multiple vendors for the leased goods or property, three quotes are required. Purchasing must be conducted on a competitive basis within the approved budget considering:

- price,
- service, and
- quality.

Where there is only one vendor available, no competitive selection process is required. Exceptions to this practice must be documented and approved by the Director, Finance and Administration.

Conflict of interest must be declared and documented in accordance with

- PCC/NYS Purchases From Staff, Volunteers Or Board Members, A5-40 And
- Conflict Of Interest, Hr3-200.

## APPROVALS

All leases must be approved by the appropriate supervisor and signed by the Director, Finance and Administration or the Chief Executive Officer.

For purchases not in the approved budget, refer to Purchasing: Goods, A5-20.

Refer to the [\*Ontario Broader Public Sector Procurement Directives\*](#) for best practices and documentation guidelines.

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Approved : May 29, 2009