

Procurement Threshold Schedule

This policy applies to all YWCA Hamilton Employees, Contractors, Students & Volunteers

1. PURPOSE

This schedule defines the procurement thresholds and corresponding processes for YWCA Hamilton. It supports the implementation of the Procurement and Purchasing Policy and ensures compliance with the Broader Public Sector (BPS) Procurement Directive and the Buy Ontario Procurement Directive.

2. PROCUREMENT THRESHOLDS

Goods, Non-Consulting Services and Construction

Purchase Value (excluding taxes)	Required Process	Approval & Documentation
Up to \$10,000	One written quote (or catalogue/online pricing)	Approval per DOA; Submit to Records Management if there is a signed contract.
\$10,001 to \$25,000	Invitational Competitive Procurement (minimum 3 quotes)	Approval per DOA; submit Sole/Single Source Form if exception. Submit to Records Management if there is a signed contract.
\$25,001 to \$138,999	Formal Invitational RFP/RFQ Competitive Process	Approval per DOA; use Evaluation Scorecard; submit to Records Management if there is a signed contract.
Over \$139,000	Formal Open Competitive RFP/RFQ (publicly posted)	Approval per DOA; Post minimum 30-day Evaluation Scorecard; submit to Records Management if there is a signed contract.

Consulting Services

Purchase Value (excluding taxes)	Required Process	Approval & Documentation
\$0 to \$138,999	Invitational or Open Competitive Procurement (minimum 3 quotes)	Approval per DOA; submit Sole/Single Source Form if exception. Submit to Records Management if there is a signed contract.
Over \$139,000	Formal Open Competitive RFP/RFQ (publicly posted)	Approval per DOA; Post minimum 30day Evaluation Scorecard; submit to Records Management if there is a signed contract.

Buy Ontario Directive

Procurement Value (Goods & Services)	Entity Type	Rule / Preference Applied
\$34,700 to \$139,000	Ministries & Agencies	Apply a 10% evaluation advantage to Ontario businesses.
\$139,000 to \$368,000	Ministries, Agencies & Broader Public Sector (BPS)	Give preference to Canadian businesses.
\$139,000 to \$368,000	All Entities	Restrict access to public procurement for eligible "U.S. businesses".
\$368,000 to \$50 Million	All Entities	Give preference to businesses of Ontario's trading partners.
\$50 Million or More	All Entities	Apply Industrial, Regional and Technology Benefit (IRTB)

Note:

- Procurement method selection, posting requirements, evaluation, documentation, exceptions, and purchase-splitting prohibitions are governed by the Procurement and Purchasing Policy.
- Purchase Value means the total anticipated value of the procurement over its fullterm including extensions/renewals and all phases, excluding taxes.

3. SOLE-SOURCE AND SINGLE-SOURCE PROCUREMENTS

When a single-source or sole-source procurement is proposed in place of a competitive or invitational competitive process, departments must complete the appropriate justification form and obtain approval as required by the Procurement and Purchasing Policy and the DOA Policy before proceeding.

4. REVIEW AND UPDATES

This schedule is reviewed annually by the Director of Administration and recommended for approval by the VP of Finance and Asset Management and approved by the Chief Executive Officer (CEO). Where procurement thresholds or required processes change, the Procurement and Purchasing Policy is updated first, and this schedule is updated to align. Approved changes are communicated to all departments by the Director of Administration.

5. RELATED DOCUMENTS

Purchasing and Procurement Policy

Approved by:

Medora Uppal, Chief Executive Officer