

Procurement and Purchasing Policy

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

1. PURPOSE

The purpose of this policy is to establish clear, transparent, and compliant procurement and purchasing practices for YWCA Hamilton. This policy ensures adherence to the Broader Public Sector (BPS) Procurement Directive, promotes accountability and value for money, and provides guidelines for decentralized procurement supported by Finance and Records Management to ensure oversight and audit readiness.

2. SCOPE

This policy applies to all procurement activities and purchasing decisions undertaken on behalf of YWCA Hamilton, whether or not they result in a formal signed contract. Departments are responsible for initiating procurement within their delegated authority and maintaining documentation to demonstrate compliance with the BPS Procurement Directive.

3. DEFINITIONS

Procurement: The process of acquiring goods, services, consultants, or construction through purchase, lease, or other means.

Competitive Procurement: A fair and open process inviting qualified vendors to submit bids or proposals using a formal Request for Proposal (RFP) process.

Invitational Competitive Procurement: A procurement method where a limited number of suppliers (usually a minimum of three) are invited to submit bids or proposals. Used for purchases below the open competitive procurement threshold but above the single-quote threshold, in accordance with the BPS Procurement Directive.

Non-Competitive Procurement: Sole-source or single-source purchases requiring documented justification and approval as per the DOA Policy.

Sole-Source Procurement: A procurement awarded without a competitive process where only one supplier is capable of providing the goods or services due to unique qualifications or exclusive rights. Requires documented justification and approval in accordance with the DOA Policy.

Single-Source Procurement: A procurement where multiple suppliers may exist, but only one supplier

is approached for reasons such as compatibility with existing equipment or continuity of service. Requires documented justification and approval in accordance with the DOA Policy.

Consultant: An individual or firm providing expert advice or professional services under a contract for a defined deliverable or outcome. Consultants are considered a subset of services and are subject to the BPS Procurement Directive and this policy's competitive procurement rules.

4. RESPONSIBILITIES

The Vice President, Finance & Asset Management is responsible for:

Owning this policy, ensuring compliance with the BPS Procurement Directive, providing strategic oversight of procurement, approving sole/single-source exceptions, and ensuring contract approvals follow the DOA Policy.

The Director of Finance (Policy Steward) is responsible for:

Maintaining and updating this policy, providing procurement templates and tools (RFP templates, evaluation checklists, contract templates), overseeing compliance, conducting post-procurement audits, and monitoring purchasing activities. Ensuring all procurement templates (RFP/RFQ) contain 'Buy Ontario' statements and are updated for compliance with trade agreements.

The Central Administration (Records Management) department is responsible for:

Maintaining the centralized procurement repository, ensuring timely submission of documentation from departments, providing Finance with the contracts, and following up with departments to ensure compliance with this policy.

The Finance Department is responsible for:

Accessing contracts from Records Management for financial tracking and audit; reviewing departmental records for purchases without contracts.

Departments (Supervisors, Managers, Directors, VPs) are responsible for:

Initiating procurement, ensuring DOA approvals, using templates, submitting signed contracts to Records Management, and retaining documentation for purchases without contracts.

The Chief Executive Officer is responsible for:

Approving this policy and ensures high-value contracts and procurement activities comply with the DOA Policy.

5. POLICY STATEMENT

YWCA Hamilton is committed to ensuring that all procurement and purchasing activities are conducted in a manner that is fair, transparent, and compliant with applicable laws, the Ontario Broader Public Sector (BPS) Procurement Directive, and relevant trade agreements. All contracts and

commitments must align with organizational needs and budgets and be signed strictly in accordance with the Delegation of Authority (DOA) Policy. Procurement activities incorporate domestic preference and 'Buy Ontario' requirements where permitted under applicable trade agreements. All procurement and purchasing, whether resulting in a formal contract or not, must comply with this policy and BPS requirements.

6. POLICY

- Procurement is decentralized; departments manage purchasing within their DOA limits using Finance-provided tools and templates.
- All procurement, with or without a signed contract, must comply with the BPS Procurement Directive and the Procurement Thresholds Schedule.
- All competitive procurements must follow a formal RFP process to ensure fairness, transparency, and compliance with the BPS Procurement Directive.
- Invitational competitive procurement should be used for mid-range purchases in line with thresholds.
- Where a non-competitive procurement, single-source or sole-source procurement is used in place of a competitive or invitational competitive process, documented justification and approval from the VP Finance & Asset Management are required.
- Consultant engagements must be procured in accordance with this policy and are subject to the requirements of the Consultant Use Policy to ensure BPS compliance.
- Executed contracts must be forwarded to Records Management for centralized storage. Purchases without a signed contract must have supporting documentation retained at the department level and available for Finance review.

7. PROCEDURE

Step 1: Initiate Procurement

- Supervisors, Managers, Directors, and Vice Presidents may initiate procurement within their delegated authority, defining scope, specifications, and budget. All competitive procurements must use the Finance-provided RFP template and evaluation checklist template.

Step 2: Approval

- All procurement and contracts must be approved and signed strictly in accordance with the Delegation of Authority (DOA) Policy.

Step 3: Competitive Process

- Departments must run a formal RFP process for purchases over the competitive procurement threshold. Evaluations must use Finance's standardized evaluation checklist and document scoring for audit purposes.

Step 4: Invitational Competitive Process

- Departments must invite a minimum of three suppliers for purchases between the single-quote and open-competitive thresholds and document all decisions.

Step 5: Non-Competitive Process

- Departments must document rationale and obtain VP Finance approval per the DOA Policy. Sole-source and single-source procurements that meet competitive thresholds require VP Finance approval before proceeding.

Step 6: Contract Review

- Finance provides contract review support for high-value, high-risk, or consultant contracts to ensure DOA, funding, and financial compliance.

Step 7: Contract Execution

- All executed contracts and procurement documentation must be sent to Records Management within 10 business days for centralized storage. Records Management will provide Finance with copies of high-value and high-risk contracts upon receipt and maintain all other contracts for Finance to access as needed.
- All competitive procurement documents must include a statement of compliance with the BPS Procurement Directive and incorporate domestic content or 'Buy Ontario' requirements when permitted under trade agreements.

Step 8: Documentation

- Procurement records resulting in a contract must be retained centrally by Records Management for a minimum of seven years for audit and compliance purposes. Departments must retain all procurement records for a minimum of seven years.

8. REFERENCES

Broader Public Sector (BPS) Accountability Act.

9. RELATED DOCUMENTS

Delegation of Authority (DOA) Policy
Consultant Use Policy
Expense and Travel Policy
Procurement Threshold Schedule

10. SUPPORTING MATERIALS

The following documents may assist in the implementation of this policy. This is just a guide and should not be considered prescriptive:

Procurement Process Templates

- Purchase Requisition Form
- Sole Source Justification Form
- Single Source Justification Form
- Competitive Procurement Checklist

Competitive Procurement Templates

- RFP (Request for Proposal) Template
- RFQ (Request for Quote) Template
- Evaluation Scorecard template
- Conflict of Interest Declaration Form
- Procurement Process Summary Sheet

Contract Management Templates

- Contract Template – Goods and Services
- Contract Template – Consultant Engagements
- Contract Change Order Template
- Contract Close-out Checklist

Records Management & Compliance

- Procurement Documentation Submission Checklist
- Procurement File Naming and Storage Guide
- Procurement Records Tracking Log
- Procurement Compliance Review Checklist

Training and Guidance

- Department Procurement User Guide
- Quick Reference Flowchart
- Annual Training Materials

Approved by:

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