



Procurement

Introduction

Community Living Fort Frances and District (CLFFD) shall meet or exceed the standards of the Ministry of Community and Social Services and Non-profit Sector Legislations in Ontario.

Policy

CLFFD's Procurement Policy is designed to establish a fair and reasonable framework for the solicitation of competitive bids to ensure timely, efficient, and economically wise purchasing within the guidelines of good business practices. This policy applies to all employees and Board members of the Community Living Fort Frances and District

Procedure

Community Living Fort Frances and District will maintain an inventory of all furnishings and equipment worth over \$2000 which is acquired by CLFFD and the inventory shall set forth each addition or removal from the inventory and the reasons therefore.

All procurement of goods and services will follow the Request for Quotes (RFQ) Competitive Process.

Procurement of Goods and Services that are required urgently to ensure the Agency's ability to provide service or supplies and services that are used on an ongoing basis will be made as to not incur interruption to service. Authorization of this procurement will reflect the signing authority allocations as outlined in this policy. The Agency will maintain a list of competent trades' people and suppliers who may be called upon to meet the incidental repairs as incurred.

Procurement of supplies and services that are used on an ongoing basis will be selected using Request for Quotes (RFQ) Competitive Process. Once selected the supplies and service maybe established as the preferred supplier.

Approval Authority Schedule (AAS):

Manager for defined purchases by a director; \$1,500.00

Director; \$10,000.00

Chief Executive Officer; \$25,000.00

All expenditures greater than \$25,000.00 require Board approval.

For the purpose of this policy, approval authority is defined as the authority granted to an individual by virtue of his or her position in the Agency or otherwise, to approve or commit the expenditure of funds. This policy outlines the upward limits of staff's approval authority in a monetary amount that excludes HST. The approval authority provides allowances for

procurement of goods, services and maintenance of contracts within their program or functional center. All related policies will be adhered to in the process of procuring goods, services and maintenance of contracts.

In an emergency/special circumstance, the following authority shall apply:
The Chief Executive Officer has authority to acquire goods or services up to \$50,000 without regard to this policy.

The nature of the emergency/special circumstance and action taken must be provided in writing to the Executive Committee of the board who will retain for audit purposes.

The following are the recommended procurement methods for all goods, non-consulting services and construction:

Value of Purchase	Means of Procurement
\$0 to \$100	Petty Cash / Corporate Credit Card / Purchase Order Recommended
\$100 to \$3,000	Corporate Credit Card / Purchase Order Recommended
Over \$3,000 to under \$10,000	Purchase order and/or Credit card Recommended
\$10,000 up to \$25,000	Two quotes (must be kept on file by approving Manager) Recommended – Invitational competitive process
\$25,000 up to \$100,000	Three written quotes (must be kept on file by approving manager) Recommended – Invitational competitive process
\$100,000 or more	Open competitive process: RFP or Tender Required

The following are CLFFD’s procurement methods for all consulting services:

Value of Purchase	Means of Procurement
\$0 up to \$100,000	Three written quotes (must be kept on file by approving Manager) Required
\$100,000 or more	Open competitive process: RFP or Tender Required

For instances where there is a preferred supplier for goods or services, where the established guidelines require quotes, a purchasing waiver (see attached), explaining the rationale must be signed by an authority one level higher than the approval authority schedule. The waiver should then be attached to the purchase order.

Approved: January 21, 2026

President: 