

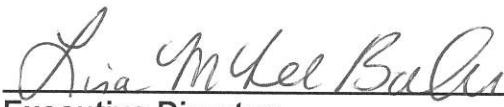
CLAPW POLICY AND PROCEDURE

Policy No	ADMIN 1.90
Page	PAGE 1 OF 9
Effective Date	JULY 2011
Last Reviewed	AUGUST 2024 SEPTEMBER 2026

SECTION: ADMINISTRATION

POLICY TITLE: PROCUREMENT/PURCHASING OF SERVICES

RELEVANT FORMS: Verbal Quotation Report
Standing Supplier List template
Record of Receipts

APPROVED BY: 
Executive Director

POLICY STATEMENT:

The overall purpose of procurement regulations is:

To ensure that all goods and/or services purchased for Community Living Ajax-Pickering and Whitby provide the best value for the money spent by standardizing methods and procedures to purchase products and services.

To ensure and provide an open and transparent procurement process.

To promote and maintain the integrity of the purchasing process and protect the Board of Directors, CLAPW employees, contractors, and suppliers, by providing clear direction and accountability.

These procurement procedures apply to all staff involved in the procurement process and to all types of procurement.

Conflict of Interest

Full details must be disclosed regarding any conflict of interest between CLAPW staff, members and a supplier/contractor or potential supplier/contractor who could impair the ability to render unbiased advice or make unbiased decisions affecting the procurement of goods and/or services.

It is expected that no staff member shall make any personal gain, financial or otherwise, from their position.

CLAPW POLICY AND PROCEDURE

Policy No	ADMIN 1.90
Page	PAGE 2 OF 9
Effective Date	JULY 2011
Last Reviewed	AUGUST 2024 SEPTEMBER 2026

No staff member shall accept a gift or gratuity or other personal favour from a supplier with whom the affected person deals in the course of the performance of their duties and responsibilities. However, associating with suppliers at meetings or during meals is acceptable provided the staff members keep themselves free of any obligation.

Staff members procuring goods and/or services must deal with suppliers and potential suppliers in an ethical manner using the following guidelines:

- (a) Do not reveal confidential price or bidding information to competing suppliers.
- (b) Do not accept bribes and/or kickbacks from suppliers or potential suppliers.
- (c) The procurement process, including Request for Proposals (RFP), must be seen by suppliers and potential suppliers as open, honest and transparent.
- (d) Accepting gifts is never appropriate during the RFP process, and
- (e) Do not send an RFP to a potential supplier when a supplier has already been accepted.

Responsibility

The Finance Department is responsible for monitoring compliance with and meeting budget requirements. Human Resources is responsible for the Employee-Employer contracts. The manager of the site is responsible for outlining in detail what work, or supplies are required to complete the project. The Administrative and Communications Assistant will prepare the Request for Quotation according to the details supplied by the site manager and distribute the prepared request for quotation to the contractor(s). The contractors contacted will be agreed upon by the manager of the location and the with input from the Maintenance Lead (where appropriate), Operations Manager and Executive Director depending on cost of purchase.

PROCEDURE:

The Manager of the location where work is required is to determine the scope of work to be completed in consultation with the Maintenance Lead. A detailed description of the work is to be provided to the Administrative and Communications Assistant. The description of work is to be consistent for all contractors providing a quote. If the description changes, the procurement process is to begin again. The description of the work will be included on the Request for Quotation. This is to be sent to all contractors that are listed on the approved supplier list by the Administrative and Communications Assistant.

A Request for Quotation form is to be created by the Administrative and Communications Assistant and distributed to agree upon contractors from the approved CLAPW supplier list or from recommended suppliers/contractors if a lack of suppliers and/or contractors do not exist in consultation with the Manager of the location. The

CLAPW POLICY AND PROCEDURE

Policy No	ADMIN 1.90
Page	PAGE 3 OF 9
Effective Date	JULY 2011
Last Reviewed	AUGUST 2024 SEPTEMBER 2026

same information is to be distributed to each contractor to receive an 'apples to apples' comparison.

Any questions and arrangements for site visits regarding the work involved are to be organized by the Manager of the location, and may involve the Maintenance Lead.

Three quotes are to be received if possible. All quotes are to be reviewed by the Administrative and Communications Assistant with an overview page comparing all quotes received by price, materials to be used, and history of work of the contractor submitting. This information is given to the Manager to then determine who will complete the work by choosing and approving the contractor(s).

All purchases must be approved within the budget. Any purchases in excess of budget will require the Executive Director's and/or Senior Manager of Finance/IT approval.

Approval of the successful contractor/supplier is to be approved by the Manager of the location and depending on the cost of purchase in conjunction with the Operations Manager and the Executive Director. The Administrative and Communications Assistant will contact the successful contractor/supplier and advise them they have been chosen for the work. The Manager of the location will then confirm arrangements of when work is to be completed with successful contractor.

All invoices are approved prior to payment and must include:

- (i) Date of request
- (ii) Payable to
- (iii) Description
- (iv) Amount
- (v) Authorized signature according to approval limits and will include Supervisor, Operations Manager and/or Executive Director.

Approval

No cash advance will be provided to any supplier unless approval has been provided by the Executive Director.

\$1,000 - \$3,000 Purchases

Items or services costing between \$1,000.00 to \$3,000.00 dollars require one (1) quotes. Completion of the quotation comparison page will be done by the Administrative and Communications Assistant and final approval will be given by the Site Manager. The quotation page will be provided to the Finance Department for

CLAPW POLICY AND PROCEDURE

Policy No	ADMIN 1.90
Page	PAGE 4 OF 9
Effective Date	JULY 2011
Last Reviewed	AUGUST 2024 SEPTEMBER 2026

attachment to the purchase invoice.

\$3,000 - \$10,000 Purchases

Two (2) written quotations are required, including all applicable taxes are to be obtained. Completion of the quotation comparison page will be done by the Administrative and Communications Assistant and final approval will be given by the Site Manager and Operations Manager. The quotes may be obtained by using "Supplier List" that has been predetermined and is updated as needed. The quotation page showing the approved contractor will be provided to the Finance Department for attachment to the purchase invoice.

\$10,000 or higher Purchases

Items or services costing over \$10,000.00 dollars require three (3) quotes. Completion of the quotation comparison page will be done by the Administrative and Communications Assistant and final approval will be given by the Site Manager, Operations Manager and Executive Director. The quotation page will be provided to the Finance Department for attachment to the purchase invoice.

In the event that three (3) written quotes do not provide sufficient information for decision making, a written "Invitation to Tender" can be completed by the Executive Director, or designate, detailing the specifications of the items being purchased. The "Invitation to Tender" is to be sent to at least three (3) prospective suppliers whose services do not appear on the 'Selected Supplier list'. If three (3) vendors are not easily known then the Executive Director, or designate, will determine if advertising for tenders is necessary.

All Requests for Quotation and Invitation to Tender should indicate as concisely as possible:

- (a) Date the tenders are due.
- (b) The name and address of the Association and address of site specific
- (c) Short description of the project or scope of work
- (d) That the lowest or any tender may not be accepted.

Role of the Administrative and Communications Assistant and Site Manager

The Request for Quotation is to be consistent and precisely explain the requirements of the duties involved or supplies needed. (i.e., for painting an area, who is responsible for the moving of the furniture, if trim is to be painted, inside of closets and doors should be listed with colour specifications outlined if to be included in the request for quotation). All warranty and guarantee of services need to be detailed. In the case of roofing, if the existing shingles are to be removed and taken away should be detailed. The Manager of the site where work is to be completed is to provide this information to the

CLAPW POLICY AND PROCEDURE

Policy No	ADMIN 1.90
Page	PAGE 5 OF 9
Effective Date	JULY 2011
Last Reviewed	AUGUST 2024 SEPTEMBER 2026

Administrative and Communications Assistant. The Maintenance Lead can be used to consult around maintenance/repair matters that are larger in scope.

If the contractor sees a need for extra work while onsite (i.e., rotten roofing boards etc.) these details are to be advised to the site Manager on how to proceed with these approvals.

The Administrative and Communications Assistant is the first point of contact for submission of the quotes. The manager of the site is to coordinate any on-site visits necessary for the quote to be prepared. The site visit can be coordinated to have the Maintenance Lead on site, either with or instead of the site manager. Once all quotes have been received, they will be compiled, and an overview sheet prepared showing the costs broken down between all submissions and notes to highlight the work to be completed. The final decision of the successful bid will be based upon performance, durability, quality assurance, skill as well as price. If a bidder other than the lowest bidder is selected, documentation stating the reasons for the selection is to be completed and kept on file. The work will be awarded by the site manager or their representative for the site, Operations Manager and/or the Executive Director.

Contractors will be required to submit documentation that they have secured the appropriate liability insurance, bonding and WSIB coverage.

If at any time this policy cannot be followed, documentation signed by the Executive Director is to be kept on file explaining the reasons.

Standing Supplier List

If a Standing Supplier list is utilized, it must follow the criteria listed below:

- (a) Goods and/or services and categories of goods and/or services to be included
- (b) Maximum quantities (if applicable)
- (c) Prices and/or pricing arrangements and delivery instructions
- (d) Standing offer authority
- (e) Conflict of interest
- (f) Supplier warranty
- (g) Terms, billing and payment arrangements
- (h) Statement of work

Definitions:

Centralized purchasing: Specific goods and/or services (such as office supplies, general printing, all computer related purchases, etc.) managed by a specific

CLAPW POLICY AND PROCEDURE

Policy No	ADMIN 1.90
Page	PAGE 6 OF 9
Effective Date	JULY 2011
Last Reviewed	AUGUST 2024 SEPTEMBER 2026

department for greater costs savings of the Association.

Contract: An agreement, intended to give rise to legal obligations, entered into between two or more parties to do or abstain from doing something. This definition includes all signed agreements with individuals, governments, and corporate suppliers of goods and/or services.

Decentralized purchasing: Devolves the responsibility for acquiring certain goods and/or services to individual department having the budget to make such purchases (such as professional consulting services, insurance, employee training, etc.)

Emergency purchase: A purchase made in a crisis situation where immediate action is required to prevent loss of life, property or to minimize a negative impact on the Association's operations.

Employee-employer relationship: This relationship exists when the contracting authority (the Association) has the right to control the on-going day to day activities of the individual who performs the services, not only as to the result to be accomplished by the work, but also as to the details and means by which that result is accomplished (employment contract).

Goods: Physical product capable of being delivered to purchaser and involves the transfer of ownership from seller to customer.

Letter of Agreement: A form of contract between two or more persons to purchase or sell a good and/or service.

MOU: A Memorandum of Understanding is a form of contract that is used primarily by government departments as a means to enter into a contractual agreement with another party.

No Employee-Employer Relationship: This relationship exists when the individual or corporation is retained to achieve a prescribed objective with no on-going day-to-day supervision by the contracting authority (the Association) (Professional services contract).

Preferred suppliers: A predetermined list of suppliers that offer a particular goods or service at prearranged prices, under set terms and conditions, when and if required. Purchases of that good or service can be made from anyone of the list suppliers and there is no actual obligation by either party until there is a call-up against the offer.

Professional Consulting Services: Services of a person or a firm who make it a business of giving professional advice to the public.

Purchase Order: A document used to request goods from a supplier.

CLAPW POLICY AND PROCEDURE

Policy No	ADMIN 1.90
Page	PAGE 7 OF 9
Effective Date	JULY 2011
Last Reviewed	AUGUST 2024 SEPTEMBER 2026

RFP: A Request for Proposal is a document that sets out the general specifications for a good and/or service that is required and asks for a formal written request for price submissions from several suppliers.

Single Sourcing: The purchase of goods and/or services from a supplier without making competitive sourcing enquiries when a number of qualified suppliers are known to exist.

Services: Work that by its nature can be performed by persons or firms with specialized skills and knowledge. Although a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

Service Requisition: A document used to request services (except consulting services) from a supplier.

Sole sourcing: The purchase of goods and/or services when only one supplier is known to exist.

Standing officer: An offer from a potential supplier to provide goods and/or services at pre-arranged prices, under set terms and conditions, when and if required. There is no actual obligation by either party until there is a call up against the standing offer.

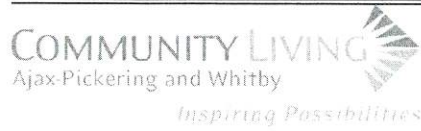
Supplier: Individual or organization providing a good and/or service.

Standing Supplier List: Names of suppliers provided for each category of goods.

Cross reference:
P 4.05 Mileage and Expense Claims

CLAPW POLICY AND PROCEDURE

Policy No	ADMIN 1.90
Page	PAGE 8 OF 9
Effective Date	JULY 2011
Last Reviewed	AUGUST 2024 SEPTEMBER 2026



VERBAL QUOTATION REPORT

Date: _____ Name of Supplier: _____

Name or Type of Goods: _____

Description of Goods required/where: _____

Date of expected Delivery:

Value of Quote: \$ _____

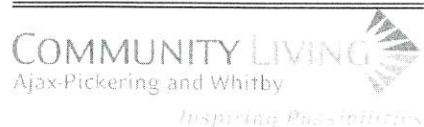
Tax (HST): \$ _____

TOTAL Value: \$ _____

Additional Comments:

CLAPW POLICY AND PROCEDURE

Policy No	ADMIN 1.90
Page	PAGE 9 OF 9
Effective Date	JULY 2011
Last Reviewed	AUGUST 2024 SEPTEMBER 2026



RECORD OF RECEIPTS

Location _____

Personal Needs

Date _____

Petty Cash

Staff Completing _____

Groceries

Client Name _____

Other

Manager's Signature _____

Items Purchased	GST	HST	Amount
Total			

Please attach receipts and forward to Head Office

Account Number

Total Amount Previously Received \$ _____

Total Amount of Receipts \$ _____

Total amount of Cash Remaining \$ _____

Authorization: _____

