

PROCUREMENT POLICY			
Developed by:	Corporate Services		
Policy Applies To:	All Employees/Board Members/Volunteers		
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Purpose and Objectives

Purpose

The purpose of this procurement Policy is to:

- Simplify and clarify procurement–related policies based on sound procurement practices;
- Ensure compliance with mandatory elements of the Procurement Policy;
- Ensure that goods and/or services procured by the NPCA are acquired through a process that is fair, open, transparent, and accessible to qualified vendors;
- Define the responsibilities of individuals and organizations in each stage of the procurement process;
- Obtain the best value for the NPCA when procuring goods and/or services;
- Ensure consistency in the management of procurement-related processes and decisions;
- Ensure the procurement of goods and/or services with due regard to environmental considerations; and
- Encourage competitive bidding

Application

This Procurement Policy applies to the procurement of all goods and/or services to meet the NPCA's needs. This policy establishes the authority of officer(s) and employee(s) to authorize and execute transactions with respect to supply-chain related activities, ensuring an appropriate level of control and accountability.

Applicable Legislation

Consistency and Contradictions

Where there may be apparent contradictions between this policy and other legal requirements to which the NPCA is subject, every effort should be made to interpret both this policy and the other requirements in a consistent manner.

If any provision of this policy is found to be inconsistent with the provisions of a collective agreement, the collective agreement will prevail, unless the policy provision is required by law, in which case the policy provision will prevail.

Where funding for a purchase is provided by a funding agency, a more stringent set of approval requirements may be used at the discretion of the funding agency. If the funding agency approval requirements are more stringent than this policy, the funding agency requirements will prevail.

Governance

This policy acknowledges that it is the role of the officer(s) and employee(s) of the NPCA to implement the Board of Directors' decisions. The ethical, efficient, sustainable and accountable management of supply-chain related activities within the organization and the need to respond to various supply-chain related issues in a timely fashion makes it appropriate for the Board of Directors to delegate certain administrative powers and duties to officer(s) and employee(s) of the NPCA subject to oversight by Corporate Services.

The NPCA's Board of Directors always has ultimate authority in all matters. In the event of a conflict between the terms of this policy and a specific resolution of the board, the resolution of the board prevails.

This policy applies to all employees of the NPCA and its Board of Directors.

Definitions

“ACAN” An Advance Contract Award Notice (ACAN) is a public notice indicating to the supplier community that a department or agency intends to award a good, service or construction contract to a pre-identified supplier, believed to be the only one capable of performing the work, thereby allowing other suppliers to signal their interest in bidding by submitting a statement of capabilities

“Administrative Powers” means all actions which may be taken by the Board of Directors and Committees, individual members of the board, and all the NPCA senior administration and employees, which are necessary or appropriate for the effective management of the Conservation Authority in the performance of its responsibilities, including the procurement and disposal of goods, services and property for the purposes of the NPCA;

“Amount” and “Amounts” mean the cost of the purchase over the term of the contract/agreement, in Canadian dollars, and are exclusive of any applicable taxes;

“Approver” means immediate supervisor (i.e. “CAO”, “Director”, “Manager” or an individual who holds a position above the immediate supervisor in the organization chart or an individual to whom the immediate supervisor delegates. If a Policy exception is requested, this would be the NPCA’s Chief Administrative Officer/Secretary-Treasurer.

“Bid” means a proposal, quotation, or tender submitted in response to a solicitation from a contracting authority. A bid covers the response to any of the three principal methods of soliciting bids, i.e., Request for Tender, Request for Proposal, and Request for Quotation;

“Bid Solicitation” means any competitive procurement (purchasing) process authorized by this Policy and consistent with the principles of the Broader Public Sector Procurement Directive and includes:

- (a) **“Request for Tender”** (RFT) means a purchasing process in which suppliers are publicly invited to submit bids and the bids are compared on the basis of price and delivery and where contract award may be determined on the basis of lowest-priced bid that meets all of the NPCA’s requirements, subject to the Conservation Authority’s discretion, and may permit negotiation between the Conservation Authority and one or more bidders about certain aspects of the request
- (b) **“Request for Quotation”** (RFQ) means a purchasing process in which suppliers are asked to provide a quote for the provision of a good or service. It is used where the contract requirements are well defined such that bids may be evaluated and compared on the basis of price and may at times include other criteria, and where contract award may be determined on the basis of lowest-priced bid that meets all of the Conservation Authority’s requirements, subject to the Conservation Authority’s discretion. It may involve a public call for quotes or may be part of an invitation-only process; and,
- (c) **“Request for Proposal”** (RFP) means a purchasing process in which suppliers are publicly invited to propose a solution to a problem, requirement or objective and supplier selection is based on the effectiveness of the proposed solution rather than on price as the primary consideration, and may permit negotiation between the Conservation Authority and one or more bidders about certain aspects of the request.
- (d) **“Request for Information”** (RFI) means a business process whose purpose is to solicitate and collect written information about the capabilities of various suppliers. Its purpose is for conditioning, gaining information, preparing for Request for Proposal or Request for Quotation, forming a strategy, building a database.

(e) **“Expression of Interest”** (EOI) is the process of seeking an indication of interest from potential service providers who are capable of undertaking specific work.

“Board” means the Board of Directors of the NPCA;

“Budget” means the budget or portion of the budget approved by the board;

“CETA” mean Canada European Union Comprehensive Economic and Trade Agreement;

“CFTA” means Canadian Free Trade Agreement;

“Change Order” means work that is added to or deleted from the original scope of work or quantity ordered or price change from a purchase order or contract.

“Conservation Authority” or “NPCA” means Niagara Peninsula Conservation Authority

“Committee” means the appropriate committee of the Board of Directors;

“Commitment” means any verbal commitment, written or oral, or undertaking which could have the effect, if implemented or acted upon, of legally binding the NPCA;

“Conflict of Interest” means:

- i. In the case of persons covered by the NPCA’s Conflict of Interest Policy, as updated from time to time, any real, apparent or potential conflict as
- ii. defined in the Conflict of Interest Policy; and,
- iii. In the case of a Proponent:
 - (a) If interests of the proponent or its principals, employees, subcontractors or representatives could improperly influence, or could reasonably appear to improperly influence, the NPCA’s decision to award a proposed contract or the proponent’s performance of duties and responsibilities to the NPCA under a proposed contract;
 - (b) If the proponent, any of its subcontractors, any of their respective employees or former employees or representatives were involved in any manner in the preparation of the bid solicitation or in any situation of conflict of interest; or
 - (c) If the proponent, any of its subcontractors, any of their respective employees or former employees had or have access to information related to the bid solicitation that was not available to other bidders and that would, in the NPCA’s opinion, give or appear to give the proponent an unfair advantage.

“Consultant” or “Consulting Services” means the provision of expertise or strategic advice that is presented for consideration and decision making.

“Document” or “Documents” means any written instrument whether on paper or in electronic form including, any contract, contract amendment, agreement, deed, purchase order, change order, memorandum, letter of intent, application, release, waiver or acknowledgement which, when executed, will have or is intended to have the effect of causing the NPCA’s to be bound in a legally enforceable relationship with any other person but shall not include:

- (i) any cheques, bank drafts, orders for payment of money, promissory notes, acceptances, bills of exchange, debentures and any similar instruments;
- (ii) correspondence, whether by letter or in electronic form, intended to convey information or clarify a position on a matter, but not intended to create a contract or agreement or commitment

between the NPCA and any other person, whether or not a legally enforceable right or remedy is created thereby;

“Execute” means to complete the formalities intended to give effect to a document and may include any one or more of the following formalities as may be required in the circumstances:

- (i) signing the document;
- (ii) causing the seal of the NPCA to be affixed to the document;
- (iii) causing delivery of the document to be made to the other parties to the document

“Including” and **“includes”** when used herein means “including without limitation” and “includes without limitation”; **“Invitational Bid Solicitation”** means any competitive procurement (purchasing) process where suppliers are invited to submit a proposal or bid in response to the defined requirements outlined by the NPCA;

“Open Bid Solicitation” means a bid solicitation made through an electronic tendering system that is readily accessible by all Canadian suppliers;

Purchase Order: A formal document issued by the organization to a vendor, authorizing the purchase of goods or services. It outlines the specific items, quantities, and agreed-upon prices, and serves as a legally binding agreement between the buyer and the seller.

a) A **purchase order (PO)**, which refers to the NPCA’s standard terms and conditions outlined in the Bid Solicitation, shall be used when the terms and conditions of the procurement are unambiguous.

b) A **Formal Agreement** shall be used when the terms of the Bid Solicitation are complex or are the result of negotiation.

“Proponent” means a corporation, partnership, individual, sole proprietorship, or other entity seeking to enter into a contractual relationship with the NPCA, in exchange for payment, but does not include individuals seeking to enter into an employment relationship with the NPCA;

“RGO” means Revenue Generating Opportunities is any activity that generates revenue from business activities occurring on NPCA’s premises, including but not limited to visitor experience activities, vending opportunities, retail activities, food Services, rental of facilities, property and equipment, tour opportunities, and visitor programs.

Roster: A list of suppliers that have participated in and successfully met the requirements of a Request for Pre-Qualification (RFPQ) or a Request for Standard Offer of Agreement (RFSO). These suppliers have been prequalified to perform work assignments involving the delivery of a particular type of goods, services, or construction.

Services: Refers to intangible products that do not have a physical presence. This includes consulting, professional, and specialized services, as well as services procured as part of a construction contract.

“Single Source” Means an individual supplier with whom a contract is negotiated directly for the supply of goods and services, without being selected through a competitive bid process

“Sole Source” In relation to a proposed acquisition, means the only known source of supply of a particular good or services, following a reasonable inquiry into the availability of supply.

Procurement Methods

General Policies and Procedures

All purchases of goods and services by NPCA employees and the Board of Directors must comply with:

- a. the requirements of this policy, including all appendices,
- b. all applicable laws, including the *Conservation Authorities Act*; and
- c. any other applicable NPCA policies, collective agreements, and relevant legal agreement(s).

Purchasing Processes

All purchases of goods and services listed in **Appendix A** – exempt expenditures are exempt from the requirement to follow a competitive bid process but must comply with all other provisions of this Policy

All purchases of goods and services, except for consulting services and exempt expenditures set out in Appendix A, must comply with the competitive bid processes set out in **Appendix B, Table 1** – competitive bid requirements for goods, non-consulting services

All purchases of consulting services must comply with the competitive bid processes set out in **Appendix B, Table 2** – competitive bid requirements for consulting services.

Procurement Requirements

Purchasing approvals

Employees or officers of the NPCA identified in Appendix B, Table 3 as signing officers have the authority to execute documents for the purchase of goods and services, up to the limits specified in Appendix B, Table 3, provided that:

- (a) the purchase complies with this Policy and the Delegation of Authority Policy;
- (b) the purchase is within an approved budget, or, where not provided for in an approved budget, has the approval of the Chief Administrative Officer/Secretary-Treasurer or delegate;
- (c) the purchasing document(s) have been reviewed by the procurement specialist;

Authority to Approve Policy Exceptions

Non-competitive procurement under \$50,000 - CAO/Secretary-Treasurer

Non-competitive procurement over \$50,000 - NPCA Board of Directors

Purchase Order

Purchases over \$15,000 require a Purchase Order if there is no executed agreement.

Responsibilities and Authorities

The Chief Administrative Officer/Secretary-Treasurer shall have all the necessary authority to administer this Policy and, as per the delegation of authority policy, carry out their duties on behalf of the NPCA.

Management Responsibilities

The Procurement Specialist is responsible for and shall have the authority to:

- acquire goods and services;
- call, receive, open, and review bids;
- authorize, amend, or cancel a purchase order;
- establish procedures for the implementation of this Policy;
- establishes standards for bid solicitation, purchase orders, contracts, and other documents required to manage supply chain-related activities;
- establish the terms and conditions of bid solicitations;
- guide procurement processes and procedures and the structure, format, and general content of bid solicitations;
- review proposed bid solicitations to ensure clarity, reasonableness, and quality and advise staff of suggested improvements;
- ensure open, fair, and impartial purchasing processes for goods and services;
- ensure compliance with this Policy and advise the Chief Administrative Officer/Secretary-Treasurer through the Director, Corporate Services when there has been noncompliance. The Chief Administrative Officer/Secretary-Treasurer shall take appropriate action to address and correct any non-compliance;
- facilitate strategic sourcing with preferred vendor agreements in conjunction with the department and to utilize collaborative buying programs with other organizations where feasible;
- promote the standardization of goods and services, where such standardization demonstrably supports the purpose and scope of this Policy;
- incorporate, where appropriate, accessibility criteria and features when procuring goods, services, or facilities in order to create and maintain an accessible environment as required under the *Accessibility for Ontarians with Disabilities Act* (the "AODA").
- to procure environmentally or sustainable good(s) where possible

Departments will have the following specific responsibilities:

- ensuring that all document terms and conditions comply with the bid solicitation;
- preparing and approving all specifications and terms of reference in consultation with Procurement Specialist;
- managing documents to ensure goods and services are received by the NPCA and comply with the document terms and conditions;
- monitoring all documented expenditures and ensuring that all financial limitations have been complied with and that all accounts are paid within the times set out in the document;
- monitoring the performance of suppliers/contractors/vendors/service providers;
- standardizing the use of goods and services, where such standardization demonstrably supports the purpose and scope of this Policy; and
- ensuring that all goods and services purchased have been received/rendered and receipt recorded.

Non-Competitive Procurement

Non-Competitive Procurement Allowable Exceptions

Non-competitive procurements are procurements to acquire goods and/or services from a specific vendor:

- even though there may be more than one vendor capable of delivering the same goods or services (known as "single source");
- because there are no other vendors available or able to provide the required goods and/or services (known as "sole source"); or

The NPCA may, subject to appropriate procurement approval authority, use a non-competitive procurement process if any of the exceptions set out below apply.

Approval for Non-Competitive Procurement

Non-competitive procurement under \$50,000

NPCA staff may request an exemption from any or all purchasing methods outlined in this policy by submitting a staff report requesting approval from the Chief Administrative Officer/Secretary-Treasurer prior to conducting a non-competitive Procurement.

If approval is being sought for a non-competitive procurement to extend a contract with an existing vendor, NPCA staff must seek appropriate approvals from the Chief Administrative Office/Secretary-Treasurer prior to the contract end date and in sufficient time to permit an alternative procurement method.

The exception to the requirement for prior approval is for unforeseen situations of urgency (e.g., caused by the forces of nature) that cannot wait for appropriate procurement approvals. In such unforeseen situations of urgency, an Exception Form (Appendix C) must be completed, and appropriate procurement approvals must be secured as soon as practically possible

If the non-competitive procurement is over \$50,000, NPCA staff must seek approvals from the Board of Directors.

Allowable Exceptions for Non-Competitive Procurement

Non-competitive procurements of goods and/or services are only allowed in the following circumstances, subject to appropriate procurement approvals.

- a) An unforeseen situation of urgency exists, and the goods, services, or construction cannot be obtained by means of competitive procurement (and not because the situation of urgency was brought about by a failure of NPCA to allow sufficient time to conduct a competitive process).
- b) The goods and/or services involve matters of a confidential or privileged nature, and the disclosure of those matters through a competitive procurement process could reasonably be expected to compromise NPCA's confidentiality, cause economic disruption, or otherwise be contrary to the public interest.
- c) For urgent legal circumstances that may occur that necessitate an immediate reaction or assistance that requires professional legal services.
- d) A competitive procurement process could interfere with NPCA's ability to maintain security or order or to protect human, animal, or plant life or health.
- e) There is an absence of any bids in response to a competitive procurement process that has been conducted in compliance with this Procurement Policy.
- f) The procurement is in support of Indigenous Peoples.
- g) The procurement is with a public body (Broader Public Sector Organization).
- h) Only one vendor can meet the requirements of a Procurement due to the following circumstances:
 - i) to ensure compatibility with existing products – compatibility with existing products may not be allowable if the reason for compatibility is the result of one or more previous non-competitive procurements. Note: NPCA may issue an ACAN (*Advance Contract Award Notification*) if it relies on the exception for non-competitive procurement notice. This includes posting the ACAN at least 15 days prior to the proposed contract award on the public tendering system.

- ii) to recognize exclusive rights, such as exclusive licenses, copyright, and patent rights, or to maintain specialized products and or systems that must be maintained by the manufacturer or its license representatives; or
- iii) for the Procurement of goods and/or services the supply of which is controlled by a vendor that has a statutory monopoly.

In addition to the above, non-competitive procurement of goods and non-consulting services is allowed, subject to appropriate procurement approvals, in the following circumstances:

- i) Only one vendor can meet the requirements of a procurement in the following circumstances
 - i. for work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;
 - ii. for work to be performed on the property by a contractor according to provisions of a warranty or guarantee held in respect to the property or original work;
 - iii. for a contract to be awarded to the winner of a design contest;
 - iv. for the procurement of a prototype or the first goods and/or services to be developed during research, experiment, study, or original development, but not for any subsequent purchases;
 - v. for the purchase of goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchases;
 - vi. for the procurement of original works of art;
 - vii. for the procurement of a musical artist;
 - viii. for the procurement of subscriptions to newspapers, magazines, or other periodicals; or
 - ix. for the purchase of real property

If the amount of the procurement exceeds \$50,000, any such exemption must be approved by the Board of Directors.

Non-Competitive Procurement Business Case Requirements

Written documentation for non-competitive procurement on or accompanying the Exception Form must include:

- a) a description of the business requirements
- b) a description of the proposed non-competitive procurement process, including the approximate value and the estimated contract start and end dates;
- c) The identified exception that supports the non-competitive procurement must be documented, including evidence for allowable exceptions where only one vendor can meet the requirements. If no exception applies, it must be noted in the business case that NPCA will need to seek board approval according to this Procurement Policy. The business case must clearly identify the specific requirement(s) from which it seeks to be exempt.
- d) the results of any ACAN process, if used:
- e) the rationale for using a non-competitive procurement process, including the circumstances that prevent the use of a competitive procurement process (which must support the allowable exception or exemption being requested);
- f) a statement as to whether the selected vendor has previously been awarded a contract with the NPCA within the past five years for the same or closely related requirements, and the type of procurement process(es) used;
- g) a description of the potential pool of vendors that might have responded to a competitive procurement, where appropriate, and an assessment of reasonably contemplated potential vendor complaints and how the NPCA would respond and manage these complaints;

- h) a description of how the NPCA will ensure it will comply with the principles of this Procurement Policy, particularly value for money;
- i) any alternative considered;
- j) the impact on the business requirements if the non-competitive procurement is not approved;
- k) if appropriate, a description of how the NPCA will meet these business requirements in the future using a competitive procurement process; and
- l) any other matters considered relevant.

Purchasing Documentation

The use and changes of standard bid documents and contracts shall be reviewed by the Procurement Specialist and approved by the Director of Corporate Services.

Reporting

Corporate Services staff shall provide a full written report on all non-competitive procurement transaction(s) to the Board of Directors annually, within three (3) months of the subsequent year.

Policy Review Schedule

The Procurement Policy will be reviewed and updated every five years or sooner if conditions dictate. Any changes thereto will be at the discretion of the Board of Directors and approved by resolution.

Specific Procurement Categories

Emergency Purchases

When an event occurs that is determined by NPCA senior staff to be a threat to public health, public safety, maintenance of essential NPCA services, the welfare of persons or NPCA property, the protection of NPCA physical assets or the security of NPCA's interest or financial liabilities arising from unexpected conditions, and the occurrence requires the immediate delivery of goods and/or services and time does not permit the NPCA senior staff to follow normal purchasing activities to acquire such goods and/or services, staff may make such purchases without the bidding and tendering process, and is authorized to do so in the most expedient and economical means possible.

Where an emergency purchase has been made, the NPCA senior staff shall notify the Chief Administrative Officer/Secretary-Treasurer in writing within a maximum of ten (10) calendar working days of the event.

Sustainable & Ethical Procurement

If unable to source goods and services within Canada, and the NPCA needs to procure goods manufactured outside the boundaries of Canada, the vendor shall comply with all the laws of the jurisdiction in which the goods are manufactured, including those related to the export of the goods from the jurisdiction and their import into Canada.

The NPCA will ensure operating decisions are made with consideration to sustainability. This involves considering impacts on human health and the environment, and evaluating purchases based on a variety of criteria, ranging from the necessity of the purchase to the options available for its eventual disposal.

The NPCA commits to working with its partners to leverage its combined influence to minimize the environmental footprint within the watershed and globally. When all things are equal, the NPCA may favour vendors who demonstrate an environmental philosophy similar to the NPCA mandate. The NPCA staff will consider the incorporation of sustainable evaluation criteria in the RFx and assign an appropriate weighting.

Procurement Value Amendments

Procurement value increase may be caused by, but is not limited to, price increases, volume demand, expansion of scope, extension of the term, or other unforeseen circumstances.

If the procurement value increases for a given procurement, the NPCA must use the approval authority and procurement method applicable to the revised procurement value. (i.e. original procurement value + increase = revised procurement value). This may require the procurement to be approved by a person with a higher approval authority threshold than the original approver.

Approval for procurement value increases must be sought prior to proceeding with or continuing the procurement.

The NPCA may also describe the potential for a price decrease in a similar way (although this will not affect the procurement approval authority or method of procurement).

Conflict of Interest

A signing officer, employee, or representative of the NPCA shall not participate in any purchasing or contract execution where they are in a Conflict of Interest. A Conflict of Interest arises when personal interests interfere, appear to interfere, or could potentially interfere with the interests of NPCA. Employees must report any potential conflicts to the Procurement Specialist, who will manage the situation. Refer to the NPCA Code of Conduct for detailed guidelines.

Board members, signing officers, and employees shall not accept gifts, benefits, or favours from suppliers. The Procurement Specialist will not facilitate personal purchases using NPCA resources. Prices obtained from suppliers are for NPCA use only and must not be shared with non-NPCA personnel.

Proponents

At the time of bid submission, proponents shall be required to identify and declare any conflict of interest they may have, as defined in “definitions”, including any circumstance giving rise to or having the potential to give rise to an unfair advantage or the appearance of an unfair advantage. Proponents declaring a Conflict of Interest must provide a plan for managing the conflict of interest to the satisfaction of the procurement specialist.

As part of their bid submission, proponents must acknowledge that it is within the NPCA's sole and unfettered discretion to determine whether a conflict of interest exists and whether the conflict of interest can be managed satisfactorily. In the event the proponent's plan for managing the conflict of interest is not satisfactory to the Conservation Authority, the Conservation Authority may disqualify the proponent from the bid solicitation.

Evaluators

The NPCA must evaluate the bid responses received consistently and in accordance with the evaluation criteria, rating, and methodology set out in the RFx.

The NPCA must require individuals participating in the evaluation of bid responses to immediately declare any potential conflict of interest and immediately address any declarations. A Confidentiality and Conflict of Interest form will be provided by the Procurement Specialist prior to the release of any submission(s).

Revenue Generating Opportunities (RGOs)/Third Party Agreement(s)

RGOs must be subject to a competitive process that is fair, open, and transparent.

Co-Operative Purchases

NPCA is authorized to participate in cooperative purchasing arrangements with other municipalities, regions, local boards, public agencies, and buying groups as appropriate. The value of these collaborative purchases lies in the ability to leverage collective buying power, resulting in cost savings, improved procurement efficiency, reduced administration burden, and providing access to a broader range of products and services

Appendix A

Expenditures Exempt from Competitive Bid Requirements

The expenditures are listed below:

- a. Are not subject to the competitive bid requirements set out in Appendix B Table 1 (though services which are deemed Consulting shall be subject to the competitive bid requirements in Appendix B Table 2);
- b. Are subject to the purchasing approval requirements and methods set out in Appendix B, Table 3.

Although the items in this schedule are exempt from Appendix B, a competitive process should be followed if practical. If the nature of the service required is ongoing, a contract management review should be performed annually, and the decision to continue with the current source shall be reviewed.

1. Training & Education
 - a) Conferences, conventions, courses & seminars
 - b) Magazine subscriptions, books, periodicals
 - c) Memberships
2. Employee and Board Member Expenses
 - a) Travel costs associated with training & education (accommodation, car rental)
3. Employer's general expenses
 - a) Payroll deduction remittances
 - b) Debenture and/or mortgage and/or line of credit payments
 - c) Medical and dental expenses
 - d) Licenses (vehicles, permits)
 - e) Insurance premiums
 - f) Damage claims
 - g) Petty cash items and petty cash replenishment
 - h) Payments to regulatory agencies, including tax remittances
 - i) Employee benefits
 - j) Professional association fees and licenses
 - k) Bank charges
 - l) Municipal property taxes
 - m) Postage
 - n) Grants to organizations
4. Professional and Special Services
 - a) Authority per diems and honorariums
 - b) Appraiser fees
 - c) Land appraisal fees
 - d) Land survey fees
 - e) Legal settlement
 - f) Fees for investment management or other expert services

5. Utilities
 - a) Water and sewer, hydro, and natural gas
 - b) Utility relocations
6. Real Property
 - a) Lease or rent payments
7. Items purchased for resale
8. Specialized goods and services
 - a) Advertising (local newspaper(s) only)
 - b) Digital media platform(s)
 - c) Group Hospitality
 - d) Musical artist(s)

Appendix B

Competitive Bid Requirements

The determination of the type of competitive bid required for goods, non-consulting services, and construction purchases will be done in conjunction with the procurement specialist or delegate and in accordance with the requirements in the chart below:

Table 1: Goods, Non-Consulting Services, and Construction

\$ Value	Type	Competitive Procurement Requirements
<\$15,000	Informal Quotation or Estimate	Non-Competitive
\$15,001 < \$50,000	Informal Quotation (RFQ), Request for Proposal (RFP) or Public Tender (RFT)	A list of suppliers is invited to submit in writing a quotation/bid/submission for goods and/or services or can be advertised on an electronic tender system. (minimum of 3 suppliers) or Open Competitive
\$50,000 < \$100,000	Formal Request for Quotation (RFQ), Request for Proposal (RFP) or Public Tender (RFT)	A list of suppliers is invited to submit in writing a quotation/bid/submission for goods and/or services or can be advertised on an electronic tender system. (minimum of 3 suppliers) or Open Competitive
=/>>\$100,001	Formal Request for Quotation (RFQ), Proposal (RFP) or Public Tender (RFT)	Open Competitive

*Costs for goods and/or services that require purchase orders (> \$15,000) may not be artificially partitioned into components costing less than \$15,000 to circumvent the competitive bidding requirement. Purchases for the same goods/services from the same unit and/or supplier within a short period may be considered an artificial division of the purchase.

Consulting Services

The determination of the type of competitive bid required for consulting services will be done in conjunction with the procurement specialist or delegate and in accordance with the requirements in the chart below:

Table 2: Competitive Bid Requirements for Consulting Services

\$ Value	Type	Competitive Procurement Requirements
0 < \$100,000	Formal Request for Quotation (RFQ), Request for Proposal (RFP), or Public Tender (RFT)	A list of suppliers is invited to submit in writing a quotation/bid/submission for goods and/or services or can be advertised on an electronic tender system. (minimum of 3 suppliers) or Open Competitive
=/>>\$100,001	Formal Request for Quotation (RFQ), Proposal (RFP) or Public Tender (RFT)	Open Competitive

NPCA Purchasing Authorization and Methods

Table 3: Goods, Non-Consulting, Consulting, Services & Construction

Amount	Approver
0 to \$15,000	Manager
\$15,001 to \$100,000	Manager + Director
>= \$100,001 to \$250,000	Manager + Director + CAO
>\$250,001	Director + CAO + Board of Directors

Table 4: Board of Directors Approved Capital Projects and Land Acquisition/Dispositions *

Amount	Approver
0 to \$250,000	Manager + Director
\$250,001 to \$500,000	Manager + Director + CAO
>= \$500,001	Director + CAO + Board of Directors

*With Corporate Services Approval.

Consulting Services

Before starting, all consulting services must be reviewed by the procurement specialist, regardless of dollar value. The procurement specialist will help determine whether the service is consulting or non-consulting. "Consulting service" refers to the provision of expertise or strategic advice for consideration and decision-making.

Appendix C

Exception Form

No competitive bids were solicited for the accompanying Purchase Order # _____

By affixing my signature hereto, I attest that one or more of the following conditions apply to this procurement:

Please check appropriate condition(s):

- ☐ In an emergency, an "Emergency Purchase" is classified as a procurement, which is needed to "protect life and property, prevent the substantial economic loss, and/or prevent the interruption of essential services".
- ☐ The goods and/or services involve matters of a confidential or privileged nature, and the disclosure of those matters through a competitive procurement process could reasonably be expected to compromise NPCA's confidentiality, cause economic disruption, or otherwise be contrary to the public interest.
- ☐ The NPCA is involved in a cooperative or joint venture to purchase goods or services with other Conservation Authorities, institutions, and local or provincial organizations. Such purchases are to be made according to the procedures of that cooperative purchasing group, provided those procedures, if not identical, are consistent with the intent of this policy.
- ☐ Urgent legal circumstances necessitate an immediate reaction or assistance that requires professional legal services.
- ☐ Particular goods or services are available from only one or two suppliers. An authorized agent will keep on file documentation in support of waivers made on this basis.
- ☐ Compatibility with an existing product or service is the overriding consideration.
- ☐ The extension or reinstatement of an existing contract would be the most effective or beneficial method and in the best interest of the NPCA. Under no circumstances will a contract be extended beyond five years without a comprehensive review of performance/service quality and market alternatives.
- ☐ A need is established for the acquisition of goods and/or services for which only a specialized or proprietary requirement can be identified. In such cases, an authorized individual may choose the best overall value to the NPCA from one (1) or more invited proposals.

Other Comments: _____

Department Head Signature

Name (Please Print) Date

CAO/ Secretary-Treasurer Name (Please Print) Date