

 <p><b>Policies</b></p>	<b>Title: Procurement Policy</b>
	<b>Revision:</b>
	<b>Original Approval Date:</b>
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	<b>Next Review Date:</b>

### **Purpose and Scope:**

The Uxbridge Hospital Auxiliary (UHA) utilizes funds to purchase goods, services, and equipment necessary for UHA function. The aim of this policy is to:

- Establish open, fair, and transparent procedures for procuring goods, services, and equipment, ensuring compliance with legislative requirements and applicable trade agreements for the Uxbridge Hospital Auxiliary. These include, but are not limited to, the Broader Public Sector Accountability Act (BPSAA) 2010 and Regulations under the Act, the Accessibility for Ontarians with Disabilities Act 2005, the Comprehensive Economic and Trade Agreement (CETA), and the Canadian Free Trade Agreement (CFTA).
- Define the Uxbridge Hospital Auxiliary's responsibilities at each stage of the procurement process.
- Ensure that the Uxbridge Hospital Auxiliary achieves the best value for money in acquiring goods, services and equipment, while upholding high-quality service delivery to our community.

This policy aligns with the Broader Public Sector Directive (BPSD).

It applies to all Uxbridge Hospital Auxiliary volunteers and staff involved in purchasing or supply chain-related activities on behalf of the UHA or those engaged in the process of acquiring goods, services, and equipment.

### **Policy Statement(s):**

## **General**

The Uxbridge Hospital Auxiliary has adopted the BPSPD Supply Chain Code of Ethics, which includes the following principles:

### **i. Personal Integrity and Professionalism:**

All individuals involved in purchasing or other supply chain-related activities at the UHA must demonstrate integrity and professionalism in their actions, both in practice and perception. Honesty, care, and due diligence should be integral to all supply chain activities within the organization. Respect for all individuals and the environment is essential. Confidential information must be protected. Individuals must avoid actions that may create or appear to create a conflict of interest, such as accepting gifts or favors or providing preferential treatment to suppliers or products. Any direct relationship between individuals and supplier organizations during a sourcing event must be fully disclosed in a conflict-of-interest document.

### **ii. Accountability and Transparency:**

Supply chain activities must be conducted with openness and accountability. Contracting and purchasing activities should be fair, transparent, and aimed at securing the best value for public funds. All participants must ensure that public resources are used responsibly, efficiently, and effectively.

### **iii. Compliance and Continuous Improvement:**

All individuals engaged in purchasing or other supply chain activities must comply with the Code of Ethics, relevant policies outlined in this document, and the laws of Canada and Ontario. Additionally, individuals should continuously strive to improve supply chain policies and procedures, enhance their knowledge and skills, and share best practices.

All purchasing activities will be conducted in accordance with the Supply Chain Code of Ethics and the UHA's Ethical Conduct policy.

## **Administration and Oversight of Purchases:**

Volunteers and staff manage the acquisition of products and services for of the Uxbridge Hospital Auxiliary. They assist in procuring necessary products and services while ensuring compliance with UHA policies, procedures, and all relevant federal and provincial laws and regulations governing these acquisitions.

This collaborative approach offers comprehensive support for acquiring goods and services, including negotiations, contractual terms and conditions, cost reduction strategies, and regional buying processes.

All purchases and contracts will be processed in accordance with this policy and the UHA's Board Administration and Financial Administration Policies.

Compliance with this policy will be monitored by the UHA Board of Directors, with annual reporting as part of the BPSAA attestation process.

**Competitive Procurement Requirements:**

The total procurement value of a contract is calculated by multiplying the annual dollar spend for specific goods, services, and equipment, by the number of years the contract will be in effect, including any optional extension years.

Vendors of Record (VOR), or preferred supplier agreements, may be established for the supply of specific categories of goods and services where strategic partnerships with a select group of suppliers result in greater value for the UHA. VOR agreements must be established through an open and competitive purchasing process.

**Building Ontario Business Initiative (BOBI)**

Purchases under \$121,200 must be made with Ontario-based suppliers. An Ontario supplier is defined as a supplier or manufacturer with its headquarters or primary office in Ontario, conducts its activities on a permanent basis in the province, and is clearly identifiable by name and accessible during normal business hours.

## Procurement Thresholds and Limits for Competitive Procurement

### a) Goods and Non-Consulting Services (including Construction)

Total Procurement Value	Means of Procurement	Details
\$0 to \$999	Informal process	<p>For Procurement purposes of \$999 or under, the purchaser may use Purchasing Card. A statement and the receipt will serve as a documented “quote”.</p> <p>For purchases made using personal funds, a Cheque Request form may be requested from the UHA Treasurer. This form may be filled out and submitted with receipts for reimbursement.</p>
\$999 - \$ 4,999	Board Approval	<p>For purchases exceeding \$999 but under \$5000, a request must be made in writing to the Board of Directors including quote(s).</p> <p>The Board of Directors will vote on the proposed purchase. Procurement can proceed upon Board approval.</p>
\$5000 - \$25,000	Minimum of three written quotes	<p>Department(s) must contact the Uxbridge Hospital Auxiliary Board of Directors in writing and include no less than three (3) written quotes.</p> <p>All suppliers must receive identical invitations to provide a quotation, and the process must adhere to competitive procurement guidelines.</p> <p>Following the selection of a supplier, a written agreement will be issued.</p> <p>The process must be fully documented in writing, including the original invitation, specifications, and evaluation criteria.</p>

<b>Total Procurement Value</b>	<b>Means of Procurement</b>	<b>Details</b>
<b>\$25,001 to \$121,199</b>	Minimum of three written quotes or competitive process (invitational or open)	Departments are required to contact the Uxbridge Hospital Auxiliary Board of Directors with a written request. The UHA Board will determine the best acquisition method in consultation with the department. At least three suppliers will be invited to ensure competitive pricing. All suppliers must receive identical invitations, and the process must adhere to competitive procurement guidelines. Written quotations or proposals are required from interested suppliers. Upon supplier selection, a written agreement will be issued. The process must be fully documented, including the original invitation, specifications, and evaluation criteria.
<b>\$121,200, or more</b>	Open competitive process	The UHA will adhere to an open and formal competitive bidding process for all goods and services, including construction services, within this category. Departments should reach out to the Uxbridge Hospital Auxiliary Board with a request in writing. The UHA Board will manage the acquisition process. The UHA Board will provide all necessary information, including the documentation required to ensure an open, fair, and transparent process.

\*All thresholds are before tax.

\*\*Efforts should be made to obtain written quotes. In specific situations (as outlined in the Competitive Procurement Exceptions), this may not be feasible, and a written explanation must be included in the file.

\*\*\* Individuals must not split a single procurement into multiple smaller procurements to avoid the approval requirements outlined in the internal policy titled Signing Authorities and Delegations.

## **b) Capital Equipment**

Any equipment purchases with a commitment value greater than \$5,000.00 are considered capital items.

Competitive Procurement Exceptions:

Limited Tendering/Non-Application (otherwise known as Single/Sole Sourced) purchases are permitted only under specific circumstances defined in the associated purchasing procedures. These purchases must comply with the Canadian Free Trade Agreement (CFTA) and the Canada-European Union Comprehensive Economic and Trade Agreement (CETA). In case of any conflict, the CFTA and CETA provisions will take precedence over the BPSD.

The reasons for avoiding competition among suppliers will be carefully evaluated and documented before proceeding with non-competitive procurement. All supporting documentation must be approved by the relevant authorities at the Uxbridge Hospital Auxiliary, in accordance with UHA policy.

## **Procedure:**

### **Purchasing Process/Requirements:**

The following outlines the process and requirements for placing an order:

**1. Capital Requests/Contingency Requests:**

The requester submits quotes in writing to the UHA Board of Directors. Once approved, the Board of Directors will move forward with procurement or the direct requester to purchase accordingly. A statement and receipts must be submitted following procurement to be retained on file.

**2. Minor Equipment and Regular Orders:**

The requester presents in writing with quotes, as required, to the UHA Board of Directors. Approvals are made in accordance with the UHA's Procurement Policy and Financial Administration Policy. Once approved, the Uxbridge Hospital Auxiliary creates the order. The UHA then sends the order to the vendor, who generates an invoice which must be submitted following final procurement to be retained on file.

**3. Non-Competitive Procurement:**

Any non-competitive procurement must have written approval from the UHA Board of Directors as supporting documentation.

**DEFINITION(S):** Not Applicable.

**Reference(s):** Not Applicable.

### **Related Documents:**

Uxbridge Hospital Auxiliary Ethical Conduct Policy

### **Responsibility:**

<b>Required Endorsements</b>	<b>Sponsor</b>	<b>Approval Authority</b>
Board of Directors	Governance Committee	Board of Directors

**Document History:**

Type	Individual/Committee	Date	Outcome
Draft	Board of Directors		
Revised	Board of Directors		

**Appendices:**

Not Applicable.