COMMUNITY LIVING
Upper Ottawa Valley

Financial Policy

CATEGORY: Broader Public Sector	**NUMBER:** 7.5
SUBJECT: Procurement Authorization Levels	**PAGE:** 1 of 3
APPROVED: November 2026	**REVISED:**
REVIEWED: Tina Williams	

Policy:

The purpose of this Directive is to ensure that publicly funded goods and services, including construction, consulting services, and information technology are acquired by BPS organizations through a process that is open, fair, and transparent; to outline responsibilities of BPS organizations throughout each stage of the procurement process; and to ensure that procurement processes are managed consistently throughout the BPS.

PROCEDURES:

In order to obtain fair value for the dollars, the Association will adhere to a system of calling for tenders/quotes. Where there are multiple vendors for the required goods and services and the total estimated contracts value is:

1. Less than $25,000: The Executive Director will determine the most appropriate order mechanism based on previous experience.

2. $25,000 - $100,000: The Association will consider three quotes, minimum of two. If seeking quotations is impractical this requirement may be waived with the approval of the Board of Directors. As per directive

3. Over $100,000: The Association will use an open and transparent competitive process as determined by the Board of Directors.

4. Successful bidders will be posted with the procurement section of the Community Living Upper Ottawa Valley website.

5. Unsuccessful bidders will have the opportunity to debrief upon request. Bid dispute resolution procedures will be in the RFIs/tender.

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Authority Schedule – Consulting Service

Procurement Value	Procurement Method	Approval Authority
Up to but not including $50,000	Invitational Competitive	Executive Director
$50,000 or more	Open Competitive	Board of Directors

Approval Authority Schedule – Other Goods and Services

Procurement Value	Procurement Method	Approval Authority
Up to $999.99	Purchase Request	Supervisor/Manager
Up to but not including $5000	Purchase Request	Manager
Up to but not including $50,000	Minimum 3 suppliers invited to bid	Executive Director
Up to but not including $100,000	Minimum 3 suppliers invited to bid	Executive Director/Board of Directors
$100,000 or more	Open Competitive process	Board of Directors

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Vendor of Record (VOR)

Community Living Upper Ottawa Valley will establish vendor of records following a structured competitive process to be re-established after 5 years.