



Policy Name:	Procurement Policy		
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Purpose

The Barrie Public Library's (Library) procurement policy is to encourage competition among suppliers, maximize the efficiency of Library funds and ensure product quality, efficiency, and effectiveness to meet the present and future needs of the Library.

The purchasing objectives of the Barrie Public Library are to:

- Procure by purchase, rental or lease the necessary quality and quantity of goods and/or services, including professional and consulting services, in an efficient, timely and cost-effective manner.
- Encourage the most open, competitive bidding process practicable for the acquisition and disposal of goods and/or services for the Library.
- Ensure the objective and equitable treatment of all vendors, and to provide all qualified vendors with an opportunity to offer their goods or services to the Library.
- Consider all costs, including but not limited to: acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal costs, in the evaluation of bid submissions.
- Participate with other municipal departments, libraries and government agencies in cooperative purchasing plans and tendering where it is in the best interest of the Library to do so.

Contract Splitting

Subdividing, splitting or otherwise structuring procurement requirements or contracts in order to reduce the procurement value or in any way circumvent the requirements of intent of this policy is not permissible.

Standards and Certifications

The use of standards in procurement documentation that have been certified, evaluated, qualified, registered or verified by independent, nationally recognized and industry- supported organizations (such as the Standards Council of Canada) shall be preferred.

Exemptions

The acquisition of items listed in Appendix A is considered recurring or non- competitive expenditure and does not fall under the guidelines of the Library's procurement policy. It shall be subject to the procedure in effect at the time of purchase.

Expenditures incurred by the City of Barrie to maintain Library facilities are subject to the City of Barrie's Procurement By-Law.

Accessibility for Ontarians With Disabilities

The Library will promote, and incorporate, whenever possible, the requirements of the *Ontarians with Disabilities Act, 2001*, the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*, and specifically, *Ontario Regulation 429-07 and Ontario Regulation 191-11* made under the AODA in procurement activities of the City.

Green Procurement

The Library is committed to the purchase of goods and services with due regard to the preservation of the natural environment and to encourage the use of environmentally friendly products and services.

Authority

Procurement activities shall be subject to the *Ontario Public Libraries Act*, the specific provision of the *Municipal Act*, and all other relevant federal and provincial legislation.

Barrie Public Library Board

Contract documents or instruments in writing requiring the signature of the Board must be signed by the Chair, Vice-Chair or a delegated trustee from the Board and shall be binding upon the Board without any further authorization or formality. Library Board members may not independently approve nor acquire any goods or services for the Library.

CEO

The CEO is authorized to act on behalf of the Board as the legal purchasing agent for the Barrie Public Library. The CEO will be responsible for monitoring adherence to the provisions of this policy and the procedures adopted for its use. It is the role of the CEO to implement and promote this policy and oversee the conduct and activities of the Library's staff members in carrying out the procurement operations. The CEO will submit recommendations and expenditure reports to the Board as required.

Director, Business and Development

The Director, Business and Development is responsible for overseeing the Purchasing processes and providing support and guidance as required by:

- Approving procurement procedures and protocols, as developed, and recommended by the Business Office.
- Developing procurement strategies and continually analyzing the Library's business requirements and spending patterns to identify opportunities for more strategic sourcing.
- The consolidation of all similar goods and service(s) where appropriate and possible.
- Referring unresolved issues or concerns to the CEO, as necessary.
- Ensuring compliance with this policy and reporting non-compliance, to the appropriate Director, and/or the CEO where warranted.

Library Staff Members

Staff members in all Departments are responsible for complying with this policy. Staff members involved in procurement activities must clearly understand their obligations and responsibilities under this policy and all applicable procedures and protocols and should consult with the CEO in respect to any questions regarding the application or interpretation of this policy or the procurement procedures and protocols.

Library's Conduct and Conflict of Interest

Purchase by the Library of any goods or services for personal use by or on behalf of any Library Board member, Library staff member, Member of Council, Employee of the City of Barrie, or their immediate families is prohibited unless authorized by the Library Board.

The acceptance of gifts, benefits, money, discounts, favours or other assistance by Library Board or Library staff members is prohibited.

Library staff and Board members shall not have a personal interest, either directly or indirectly, in any contract with the Library or with any person acting for the Library for the supply of goods or services for which the Board pays or is liable, directly or indirectly to pay, unless such interest has been declared to the Board. Library staff and Board members are required to declare any such conflict of interest, either direct or indirect, in writing.

Supplier's Conduct and Conflict of Interest

The Library expects its suppliers to act with integrity and conduct business in an ethical manner. The Library may refuse to do business with any supplier that:

- Has engaged in illegal or unethical bidding practices.
- Has an actual or potential conflict of interest.
- Had an unfair advantage in the procurement process.
- Fails to adhere to ethical business practices.

Any suppliers participating in a procurement process must declare any perceived, possible or actual conflicts of interest.

Legal Services

Contract Review

At the CEO's discretion, the Library may seek legal counsel to review any contracts prior to signing.

Legal Settlements

All legal settlements must be reviewed and approved by the Library Board.

Purchasing Thresholds and Documentation

Purchase Orders

Purchase orders are required for all transactions of \$50 or more. Dollar amounts are the estimated value of the goods or services, inclusive of all taxes and delivery charges. All quotes or proposals must be maintained on file.

Purchases up to \$10,000

A quotation shall be obtained verbally, by telephone, online, by email or in person. Any documentation in writing can be kept on file with the final invoice.

For consulting services, a written submission outlining the specifics of the project and the consulting service to be provided must be obtained. A purchase order is required.

Purchases from \$10,001 to \$25,000

Three written quotations shall be obtained on vendor letterhead. Requirement for goods or services may be posted on the Internet to encourage the best possible competition and to secure quotes from many qualified vendors, and may be sent to selected qualified vendors.

For consulting services, a minimum of three written submissions outlining the specifics of the project and the consulting service to be provided must be obtained. Following approval by the Board, a purchase order will be issued.

Purchases from \$25,001 to \$50,000

As part of the Library's regular financial statement to the Board, the CEO will report contractual expenditures over \$25,000 and identify the source of funds within the budget.

The Library will issue a Request for Quotation, or a Request for Proposal. The RFQ or RFP may be posted on the Internet to encourage the best possible competition and to secure quotes from many qualified vendors, and may be sent to selected, qualified vendors. A minimum of three formal quotations or proposals on vendor letterhead are required.

For consulting services, at least three formal submissions outlining the specifics of the project and the consulting service to be provided must be obtained. A panel comprised of the CEO and two senior Library staff members will review and evaluate all submissions. The evaluation will be documented and maintained on file. If three quotations cannot be obtained, disclosure is required to the Library Board. Following approval by the Board, a purchase order will be issued.

Purchases from \$50,001 and Over

A public tender or a Request for Proposal (RFP) must be issued. Tenders and RFPs must be advertised in at least one newspaper or on the Internet, and may be sent to selected, qualified vendors. All public tenders and RFPs that are issued by the Library will be numbered.

Tenders and RFPs must be received by a designated date and time and are to be delivered directly to the Business Office at the Barrie Public Library.

The CEO will prepare a report to the Library Board for the approval of the tender or RFP. Following approval by the Board, a purchase order will be issued.

For consulting services, a consultant selection panel will be formed. The panel will be comprised of a minimum of four members, including the CEO and at least one senior staff member from the Library. The consulting project must be advertised in at least one newspaper or on the internet and may be sent to qualified vendors. The panel will develop a consultant evaluation matrix to assist with the evaluation of the proposals that are received and will use the matrix to develop a short-list of no less than two consultants. Following approval by the Board, a purchase order will be issued.

Consulting Services

Notwithstanding the above, engaging consulting services requires Library Board approval, except for regular legal consultations.

Credit Card Purchases

The CEO will authorize Library staff members to receive a corporate credit card for making library purchases only. No personal use is allowed. Credit Card purchases are subject to the terms and conditions set out by the Library's Corporate Credit Card Policy. Purchases are subject to the Library's procurement policy.

The credit limit is determined by the CEO.

Single Source Purchases

In accordance with the thresholds established in 11.4 and 11.5, single source purchases are permitted when:

- There is only one available supplier of a required product or service that meets the needs of the Library.
- Items are being acquired for test or trial use.
- The Library is exercising purchase options or rental contracts.
- Items being acquired are compatible with existing equipment, furniture, or systems where there is only one manufacturer or distributor.

- Items being acquired are unique, custom or historical.
- Items being acquired are proprietary purchases or are covered by patent or copyrights the purchase qualifies as an emergency purchase, as defined in this policy.

Single source purchases must be reviewed and approved by the CEO.

Emergency Purchases

Emergency purchases are permitted when there is an immediate and serious need which may affect the life, safety, health and/or welfare of the general public, staff members or the protection of public property, or to prevent serious damage, disruption of work, or to restore or to maintain essential Library service to a minimum level and time does not permit the use of standard procurement process.

Emergency purchases are to be made using the most expedient and economical method available and supported by purchase order and written documentation. All emergency purchases must be reported to the CEO.

Receipt of Goods

Library staff members shall arrange for prompt inspection of goods on receipt to ensure conformity with the terms of any contract and will report any discrepancies. The appropriate course of action for any non-performance or discrepancies shall be coordinated by staff members in consultation with senior management.

Appendix A

The following Recurring or Non-Competitive Expenditures exempt from the provisions of the Procurement Policy must be reported to the Library Board. Any exemption \$50,000 or over will be identified in the CEO report.

Training and Education

- Conferences, Conventions, Courses, Workshops and Seminars
- Books, magazines, newspapers, or other Library materials
- Memberships
- Computer software for educational purposes

Employee Expenses

- Meal allowances
- Travel & Hotel accommodation
- Entertainment

General Library Goods and Services

- Events supporting local non-profit organizations Program performers, authors, or field experts
- Maintenance fees for software and computer hardware for systems previously acquired. This exemption does not apply if the systems are being replaced

Employer's General Expenses

- Payroll deduction remittances
- Licenses
- Tax remittances
- Charges to/from other Government or Crown Corporations
- Employee income

Professional and Special Services

- Committee fees
- Witness fees
- Court reporters' fees
- Honoraria
- Arbitrators
- Medical expenses

Facilities & Utilities

- Postage
- Water and sewage charges
- Hydro
- Wireless access
- Telephone
- Insurance Premiums