

## **VQA ONTARIO**

### **PROCUREMENT POLICY**

VQA Ontario procures goods and services to conduct its business. In doing so, it seeks to conduct its business in a cost-effective manner and at a level of quality appropriate for its range of duties.

### **PRINCIPLES**

Goods and services will be obtained in a fiscally prudent manner that focuses on value for money and process efficiency.

Procurement will be conducted in a transparent, fair and accessible process.

In procuring professional services, VQAO will use a Quality Based Selection process to select service providers based on qualifications, experience, demonstrated skill, professionalism, and integrity.

Procurement methods used will be appropriate for the value, complexity and risk associated with the goods or services being procured.

Conflicts of interest will be avoided.

Other factors, such as a supplier's commitment to diversity and environmental responsibility will be taken into account.

This policy does not apply to reimbursable business expenses incurred personally in the course of employment duties.

### **AUTHORITY**

The procurement of all goods and services is subject to the approval of the Executive Director.

The procurement of ongoing and routine purchases such as office supplies may be delegated to staff members. All payments must be approved by the Executive Director.

Procurement of any goods and services in excess of amounts set out in the approved budget must be approved by the Board of Directors.

### **VALUE OF PROCUREMENT**

#### Value of \$10,000 or less

A formal Request for Proposal process will not be used for procuring goods and services where the value is \$10,000 or less.

Value of \$10,001 to \$25,000

A review of available vendors will be conducted to assess and compare products and/or services available in the marketplace that meet VQAO requirements. Quotes may be obtained from preferred vendors. A Request for Proposal process may be used if it is reasonably expected to identify savings that equal or exceed the cost of conducting a formal competitive process.

Value over \$25,000

Requests for Proposal shall always be used, identifying at least 3 vendors for contracts for service or the retention of consultants where the contract value is more than \$25,000.

**EXEMPTIONS**

Exemptions from the standard procurement policies may apply in the following situations:

- Renewal of contracts for ongoing services, where continuity of service is a factor
- Legal or IT services, that require VQAO specific previous experience
- Urgency of the required good or service or privacy considerations where disclosure of information may preclude a public RFP process
- Goods or services procured from government agencies under a Memorandum of Understanding or Administrative Agreement
- Specialized technical, research or other goods or services where a QBS process has failed to identify sufficient qualified vendors