



FINANCIAL SERVICES MANUAL

PROCUREMENT OF GOODS AND SERVICES		POLICY # FN 3.10	
APPROVED BY: Executive Director		APPROVAL DATE:	October, 2021
CROSS REFERENCE: (if applicable)	Procedure FN 3.10	REVISION DATE:	May 2024
		REVIEW DATE:	

1.0 POLICY STATEMENT

The **Children's Aid Society of the District of Nipissing and Parry Sound (the "Society")** is committed to conducting all procurement activities in accordance with the mandatory requirements as set out in the [Broader Public Sector Procurement Directive](#).

The Society, as a publicly funded organization, will ensure that the procurement of goods and services is a process that is open, fair and transparent. All procurement activities will be based on five key principles: Accountability, Transparency, Value for Money, Quality Service Delivery and Process Standardization.

*See definitions on page 2



2.0 DEFINITIONS

2.1 Goods: means moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property) including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic format, unless that are procured as part of a general construction contract.

2.2 Goods and Services/Goods or Services: means all goods and/or services including construction, consulting services and information technology.

2.2 Consultant: means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

2.3 Consulting Services: means the provision of expertise or strategic advice that is presented for consideration and decision-making.

2.4 Construction: means construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

2.5 Approval Authority: means the authority delegated by the Society to a person designated to occupy a position to approve on its behalf one or more procurement functions within the plan-to-pay cycle up to specified dollar limits subject to the applicable legislation, regulations and procedures in effect at such time.

2.6 Best Value: means the optimal balance of performance and cost determined in accordance with a pre-defined evaluation plan; best value may include a time horizon that reflects the overall life cycle of a given asset.

2.7 Competitive Procurement: means a set of procedures for developing a procurement contract through a bidding or proposal process. The intent is to solicit fair, impartial, competitive bids.

2.8 Invitational Competitive Procurement: means any form of requesting a minimum of three (3) qualified suppliers to submit a written proposal in response to defined requirements outlined by an organization.

2.9 Supply Chain Activities: means all activities directly or indirectly related to the Society's planning, sourcing, procurement, moving and payment processes.



3.0 Procurement Value: means the estimated total financial commitment resulting from procurement, taking into account optional extensions.

3.1 Electronic Tendering System: means a computer-based system that provides suppliers with access to information related to open competitive procurements.

3.2 Evaluation Team: means a group of individuals designated/responsible to make award recommendation. The evaluation team would typically include representatives from the organization and subject matter expert(s). Each member participates to provide business, legal, technical and financial input.

3.0 REVISION HISTORY

Policy Number	Date	Revised/Reviewed By	Description of Revision
F-2-40	January 2008		Original
F-2-40	February 2012		Revision
FN 3.10	October 2021		Revised – Policy No., Format, Content
FN 3.10	May 2024		Updated Directive changes