Policy Name:	**Procurement of Goods and Services**
Policy Type:	**Operational**
Policy Number:	**OP-11**
Original Adoption Date:	**May 2018**
Current Approval:	**September 2025**
Review:	**November 2028**
Motion:	**2025:66**

Procurement of Goods and Services

1. **Purpose:**

The purpose of this policy is to:

a. Protect the interests of the Library, the public and any persons participating in the procurement process by providing a clear statement of how goods and services will be acquired;
b. Maintain the integrity of the procurement process by ensuring that, whenever possible, competitive methods of procurement will be used to obtain the best value for the Library;
c. Clearly define circumstances in which non-competitive procurements may be awarded;
d. Ensure that procurement is conducted in a manner that enables the Library to operate efficiently and effectively;
e. Clearly define the roles and responsibilities of those persons involved in the procurement process;
f. Outline the process for disposing of surplus goods; and
g. Establish a Supplier Code of Conduct and Library employee ethical procurement standards.

2. **Policy:**

The Orillia Public Library is committed to conducting the procurement of goods and services in an open, fair, transparent, and ethical manner that ensures best value, promotes responsible stewardship of public funds, and supports the Library's

operational efficiency and strategic objectives. This policy establishes clear procedures and responsibilities for the acquisition of goods and services and aligns with all relevant legislation and City of Orillia protocols, while supporting environmentally and socially responsible purchasing practices wherever feasible.

3. Definitions

See OP-11 Appendix C: Procurement Definitions

4. Procedure

Section 1 – Guiding Principles

a. The Library will endeavour to procure goods and services from responsible suppliers who follow ethical standards.
b. The Library will endeavour to procure goods and services while respecting the preservation of the natural environment and, where reasonable, encourage suppliers to supply "green" products.
c. Purchases will be made in compliance with all relevant statutes and regulations including, but not limited to, the ***Municipal Act***, ***Accessibility for Ontarians with Disabilities Act (AODA)***, and the ***Public Libraries Act***.
d. Procurement decisions will be made using an open, accountable, fair yet efficient process including creating a standard approach for conducting the process; communicating with bidders throughout the process; evaluating submissions; awarding the contract; and maintaining records of the procurement process.

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Section 2 – Accountability

The Orillia Public Library Board authorizes the CEO to act for the Orillia Public Library in the procurement of goods and services.

a. The CEO is authorized to proceed with formal agreements and contracts on behalf of the Orillia Public Library.
b. The CEO is authorized to delegate authority for procurement, depending on the scope and value of a purchase or contract (see GOV-03 Appendix A Delegation of Authority).
c. The authority to proceed with procurement is subject to the availability of sufficient funds within the approved Orillia Public Library budget.
d. If a project exceeds, or is anticipated to exceed, the approved contingency threshold, then the Library Board must be notified to approve additional funds.
e. The Board gives authority to the CEO to establish procurement procedures required to enact the policy, including, but not limited to, sourcing levels and approvals.
f. The CEO will work with City of Orillia Procurement Services to ensure procurement processes are being met.

Section 3 – Procurement of Deliverables

a. Procurement planning is essential to ensuring an effective result and to limiting risk to the Library. The Library must ensure that it leaves sufficient time to plan for a procurement, including time for:
    i. developing proper specifications and business requirements;
    ii. obtaining internal reviews;
    iii. conducting a competitive process, as required; and

iv. obtaining necessary approvals.

b. Where there is uncertainty about the deliverables required or where there is insufficient internal knowledge about the market, the Library must consult with City of Orillia Procurement Services about conducting a Request for Information (RFI) process. An RFI process must be openly posted in order to gather market research from prospective bidders. It must not be used as a prequalification tool.

c. It is important to accurately estimate the value of the procurement to determine the appropriate procurement method and ensure compliance with the requirements of this policy.

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

e. Where the procurement value is below the low-value procurement threshold of $25,000, the Library may make procurements without the involvement of City of Orillia Procurement Services. Low-value procurements only require 1 quote and may be purchased using a corporate purchasing card or by submitting a purchase order requisition to Accounts Payable at the City of Orillia.

f. An invitational competition, in which bids are solicited from a minimum of three suppliers, is the standard method of procurement when the procurement value is between the low-value procurement threshold of $25,000 and the open competition threshold of $100,000. Invitational competitions will be managed by City of Orillia Procurement Services, with the co-operation and involvement of the Library and any consulting City of Orillia departments.

g. An open competition, in which bids are solicited from all interested suppliers through a publicly posted solicitation document, is the standard method of

procurement when the procurement value equals or exceeds the open competition thresholds of $100,000. Open competitions will be managed by City of Orillia Procurement Services, with the cooperation and involvement of the Library and any consulting City or Orillia departments, in accordance with the City of Orillia's open competition protocol.

h. Standard procurement includes:
    a. Placing an order under an existing contract.
    b. Making low cost purchases using petty cash, corporate purchasing card, or purchase order.
    c. Conducting an invitational competition by soliciting bids from a minimum of 3 suppliers.
    d. Conducting an open competition by publicly advertising and posting the solicitation document.

i. Non-standard procurement means the acquisition of deliverables through a method other than the standard method for the type and value of the deliverables, as set out above. Non-standard procurement methods include:
    i. acquiring deliverables directly from a particular Supplier without conducting a competitive process when an invitational competition or an open competition would normally be required; and
    ii. soliciting bids from a limited number of suppliers without conducting an open prequalification process when an open competition would normally be required.

The use of a non-standard procurement process is permitted only under the specific circumstances set out in OP-11 Appendix B: Non-standard procurement protocol.

j. No contract may be entered into, either through the issuance of a purchase order or the execution of an agreement, unless:
    a. approved funding in an amount sufficient to cover the procurement value is available;
    b. the procurement process was conducted in accordance with this policy; and
    c. applicable protocols and all required authorizations have been obtained.

Section 4 – Exclusions

This procurement policy includes the purchase of all goods and services for the Library except for the following:

a. Utilities such as water and hydro
b. Training and education such as conferences, registration, courses, and workshops
c. Refundable employee expenses such as travel, mileage, accommodation
d. General expenses such as licenses and postage
e. Petty cash items less than $100
f. Legal services
g. Goods and services related to cultural or artistic fields, including works of art

Section 5 – Separation of Roles

a. In accordance with best practices in municipal procurement, there is a need for a clear separation of political and administrative functions in relation to the City's procurement operations. It is the role of Council to establish policy and to approve expenditures through the City's budget approval process. Council delegates to the City's officers and employees the authority to incur expenditures

in accordance with approved budgets through the procurement of goods, services and construction in accordance with the rules and process of the City of Orillia's Procurement Policy. It is the role of the Library Board to establish policy and to approve expenditures through the Library and City's budget approval process. The ***Public Libraries Act,*** *RSO 1990, c. P. 44* delegates to the Library's employees the authority to incur expenditures in accordance with approved budgets through the procurement of goods, services and construction in accordance with the rules and process set out in this policy.

b. To avoid the potential appearance of bias or political influence in procurement contract award decisions, members of Council and the Library Board will have no involvement in competitive procurement processes from the time those procurement processes have been initiated through the advertisement or issuance of the solicitation document until a contract has been entered into with the successful bidder, except where Council is required to approve the contract award.

Section 6 – Disposal of Goods Procured

a. The disposal of physical materials collections (including books and DVDs) is handled in OP-04 Collection Development. Withdrawn materials may be discarded or sold by the authority of the Library CEO.
b. Where the CEO or designate determines that any goods should be declared surplus due to being obsolete, worn out or no longer being useful for the Library, a list of such goods shall be created for inventory and tracking purposes.
c. The CEO or designate shall be responsible for the handling of surplus Library materials and shall determine the appropriate method of disposal to best meet the Library's needs.

d. Arrangements may be made for the disposal of the goods in any way that is believed will provide the highest return to the Library including, but not limited to:
    i. Trade-in as part of the procurement of other similar goods being acquired by the Library
    ii. Donating to another community organization or neighbouring library
    iii. Selling the goods for a nominal fee
    iv. Public auction, or
    v. Classifying as waste and recycling, dismantling, destroying and/or disposing.

Section 7 – Emergency Purchases

a. Goods, services, and construction may be purchased on an emergency basis where they are required as a result of an unforeseeable situation or event that occurs that is a threat to any of the following:
    i. public health and/or safety
    ii. the maintenance of essential City services or to prevent the disruption of essential City services
    iii. the welfare of people or of public property
    iv. time does not permit the use of standard procurement processes.
b. The Library CEO must report to the Library Board during this process.
c. All emergency purchases must be reported to the CAO and the City Treasurer, a purchase order issued and a report made to inform Council and the Library Board as soon as is reasonably possible. The CEO will report to Council to secure additional budget funds if necessary.

Section 8 – Code of Ethics and Conflict of Interest

a. No purchase will be processed for personal items of direct benefit to Board Members or employees of the Library.
b. All participants in a procurement process, including any outside consultants or other service providers participating on behalf of the Library, must declare any perceived, possible, or actual conflicts of interest.
c. The Library requires its suppliers to act with integrity and conduct business in an ethical manner as per OP-11 Appendix A Supplier Code of Conduct. 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 or an unfair advantage, or fails to adhere to ethical business practices.

Related Documents:

- ***Accessibility for Ontarians with Disabilities Act (AODA),*** *2005*
- Appendix A: Delegation of Authority (GOV-03)
- Appendix A: Supplier Code of Conduct (OP-11)
- Appendix B: Non-Standard Procurements (OP-11)
- Appendix C: Procurement Definitions (OP-11)
- City of Orillia: Procurement
- ***Municipal Act,*** *2001*
- Orillia Public Library: Collection Development (OP-04)
- Orillia Public Library: Financial Control and Oversight (GOV-06)
- Orillia Public Library: Payment of Job Related Expenses (HR-06)
- ***Public Library Act****, R.S.O. 1990*