

	Procurement Policy	Policy # FN-02
		Policy Type: Financial
		Approved Motion: 2026-42
		Review Date: 2030

PURPOSE

The purpose of this policy is to establish a clear, transparent, and accountable framework for the procurement of goods and services for the Ramara Township Public Library.

This policy is intended to ensure that public funds are used responsibly, that procurement activities are conducted in a fair and open manner, and that the library obtains best value while meeting operational needs.

This policy is adopted pursuant to *Section 270(2) of the Municipal Act, 2001, Buy Canadian Policy*, and reflects the fiduciary responsibilities of the Library Board under the *Public Libraries Act*. Where there are gaps in this policy, the Board will refer to the Township of Ramara's Procurement of Goods and Services Bylaw.

SCOPE

This policy applies to all procurement activities undertaken by or on behalf of the Ramara Township Public Library, including the acquisition of

1. **Goods:** collections, collections processing supplies, computer hardware and software, furniture and equipment, office supplies, construction and building materials etc.
2. **Professional Services:** financial, legal, consulting, engineering, information technology, human resource management, and security etc.
3. **Facility Services:** construction, cleaning, HVAC maintenance, landscaping, and snow removal services etc.

DEFINITIONS

Bid: an offer or submission received from a vendor in response to a request.

Bidder: a person, company, or organization that submits a bid in response to any type of procurement process.

Canadian Supplier: A business that is registered and operating in Canada, and/or provides goods manufactured or substantially transformed in Canada.

Contract: A legally binding agreement, including purchase orders.

Informal Procurement: The process of gathering contacts and quotes in preparation of Competitive or Non-Competitive Procurement.

Procurement: The acquisition of goods and/or services required for Library operations.

Supplier: An individual or organization providing goods or services.

Competitive Procurement: A formal procurement process that invites more than one supplier to compete fairly.

Non-Competitive Procurement (Sole Source): Procurement process where goods or services are acquired from a single supplier, permitted only in limited circumstances.

POLICY OBJECTIVES

The Ramara Township Public Library will be led by these guiding principles:

1. Procurement decisions shall be based on best overall value, considering price, quality, service, sustainability, accessibility, and lifecycle cost.
2. The Library supports environmentally responsible procurement where feasible.
3. All procurement activities shall comply with applicable legislation, including:
 - a. the *Municipal Act, 2001*
 - b. the *Municipal Conflict of Interest Act*
 - c. nothing in this policy shall override obligations under applicable trade agreements
4. Procurement processes shall be conducted in a fair, transparent, and accountable manner.

CANADIAN CONTENT AND LOCAL PROCUREMENT

The Library shall, where feasible and compliant with applicable trade agreements, prioritize Canadian goods, services, and suppliers.

Preference may be given to:

- Goods manufactured or substantially produced in Canada
- Canadian-owned businesses
- Local or regional suppliers, where value is comparable

Procurement decisions shall incorporate Canadian content considerations alongside best value criteria, including cost, quality, availability, and performance.

Where applicable, the library shall follow federal and provincial *Buy Canadian Policy* guidance and procurement thresholds.

RESPONSIBILITY

The Library Board authorizes the CEO, or designate, to administer procurement activities in accordance with this policy and within the approved budget.

1. The CEO or designate is authorized to enter into contracts and agreements on behalf of the library within approved budget authority.
2. Procurement authority may be delegated in writing by motion of the Board.
3. Procurements exceeding the approved budget or materially altering scope require prior Board approval.

CONFLICT OF INTEREST

- All Library Board members and employees involved in procurement shall declare any real or perceived pecuniary interest.
- Board members are subject to the *Municipal Conflict of Interest Act*.
- Individuals involved in procurement evaluations shall not participate where a conflict exists.

PROCUREMENT THRESHOLDS AND REQUIREMENTS

1. Informal Procurement (up to \$1,000)

- May be conducted using a single verbal or written quote.
- Efforts shall be made to obtain reasonable pricing.
- Documentation shall be retained.
- Where practical, staff are encouraged to source from Canadian or local suppliers.

2. Competitive Quotation (\$1,000 - \$25,000)

Where the total procurement price exceeds \$1,000.00, exclusive of taxes, but does not exceed \$5,000.00, the CEO shall obtain at least two written quotations prior to procurement permitted that the project is within the approved Library Board budget. If the project is not within the fiscal year's budget, it must receive Board authorization to expend funds prior to accepting any quotation.

Where the total procurement price exceeds \$5,000.00, exclusive of taxes, but does not exceed \$25,000.00, the CEO shall obtain authorization from the Board prior to soliciting written quotations. At least three written quotations shall be obtained, and Board authorization shall be required prior to accepting any quotation.

- Where feasible, at least one quotation should be sought from a Canadian supplier.
- Canadian suppliers may be given additional consideration where pricing and overall value are comparable.

3. Formal Tender or Request for Proposals (Over \$25,000)

Where the total procurement price exceeds \$25,000.00 exclusive of taxes:

- Board approval for the project is required before advertised.
- A minimum of three suppliers shall be invited, or the opportunity shall be publicly advertised where appropriate.
- Evaluation criteria shall be established in advance.
- Board approval is required prior to contract award.
- Bid documents may include Canadian content or domestic sourcing criteria, where permitted under applicable trade agreements.

4. Non-Competitive Procurement (Sole Source)

Non-competitive procurement may be used only where:

- There is only one available supplier.
- Compatibility with existing systems is required.
- An emergency threatens service continuity.
- A written justification shall be prepared and retained.
- It is in partnership with the Simcoe County Public Libraries Consortium, Township of Ramara, or other organization which allows for cost sharing, promotes library services, or fulfills a grant or donation obligation.

EVALUATION AND AWARD

- The library is not required to accept the lowest bid.
- Contracts shall be awarded based on factors such as quality, value, organizational values and alignment, and may include consideration of Canadian suppliers where this provides best overall value and is consistent with applicable trade agreements.
- Evaluation criteria may include Canadian content, supply chain resilience, and economic benefit to Canada or the local community.
- Evaluation decisions shall be documented.
- Where Canadian preference is applied, the rationale shall be documented.
- Unsuccessful bidders may request a brief explanation of the decision.

RECORDS RETENTION

All procurement documentation shall be retained in accordance with the *Records and Retention Management Policy*.

PROCUREMENT INTEGRITY, TRANSPARENCY, AND ACCOUNTABILITY

The integrity of procurement processes shall be maintained through appropriate documentation, reporting, and record retention.

- This policy shall be made available to the public.
- Procurement activity shall be reported to the Board.
- Confidential information shall be protected in accordance with applicable legislation.
- Deviations from this policy require Board approval.