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|  | **Leeds and the**  **Thousand Islands**  **Public Library Board** | | **Policy** |
| **SECTION: Financial** | | **NO: FN-02** | |
| **TITLE: Procurement Policy** | | **Date: June 17, 2023** | |
|  | | **Next Review Date: June 2028** | |

1. Policy Statement
   1. The Leeds and the Thousand Islands Public Library Board recognizes the procurement of goods and services must be undertaken in a way that complies with all applicable legislative requirements and provides the best value for the Library while balancing quality, cost and effective and efficient processes.
2. Scope
   1. This policy covers all procurement of all goods and services by the Leeds and the Thousand

Islands Public Library Board, the CEO and all employees of the Leeds and the Thousand Islands Public Library on behalf of the Library including, but not limited to, the following:

* Collections, collections processing supplies
* Computer hardware and software
* Furniture and equipment
* Office supplies
* Construction and building materials

1. Definitions
   1. “Best value” means the balance of quality, delivery precision and cost using a

pre-determined evaluation plan.

* 1. “Supplier” means an individual or organization provides goods or services to the library such as a contractor, service organization, vendor or consultant.

1. Assumptions and Guiding Principles
   1. The Leeds and the Thousand Islands Public Library will be led by these guiding principles:

* The Library will endeavor to procure goods and services from responsible suppliers who follow ethical standards.
* The Library will endeavor to procure good and services while respecting the preservation of the natural environment and, where feasible, encourage suppliers to supply “green” products.
* Purchases will be made in compliance with all relevant statues and regulations including, but not limited to, the Municipal Act, Accessibility for Ontarians with Disabilities Act *(AODA)* and the *Public Libraries Act.*
* 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.

1. Accountability
   1. The Leeds and the Thousand Islands Public Library Board authorize the CEO to act for the

Leeds and the Thousand Islands Public Library in the procurement of goods and services.

The Board gives authority to the CEO to implement procurement procedures required to enact the policy, including, but not limited to, sourcing levels and approvals.

* 1. The CEO is authorized to proceed with formal agreements and contracts on behalf of the

Leeds and the Thousand Islands Public Library.

* 1. The CEO is authorized to delegate authority for procurement, depending on the scope and

value of a purchase or contract (see Appendix A).

* 1. The authority to proceed with procurement is subject to availability of sufficient funds

within the approved Leeds and the Thousand Islands Public Library budget.

* 1. If a project exceeds, or is anticipated to exceed, the approved contingency threshold, then

the Library Board must be notified to approve additional funds.

1. Conflict of Interest
   1. A member of the Leeds and the Thousand Islands Public Library Board or an employee of

the Leeds and the Thousand Islands Public Library must declare pecuniary interest in any proposal, contract, tender, or quotation for the supply of goods and services to the Library, should he or she have direct or indirect interest in said work or project.

1. Exclusions
   1. This procurement policy includes the purchases of all goods and services for the Library

except for the following:

* Utilities such as water, hydro
* Training and education such as conferences, registration, courses, and workshops
* Refundable employee expenses such as travel, mileage, accommodation
* General expenses such as licenses, postage
* Petty cash items less than $20

1. Disposal of goods procured
   1. Library materials- The disposal of physical materials collections (including books, audio books and DVDs) is handled in Policy OP-02 Collection Development, Section 6.0 Withdrawal and Weeding of Material and within Policy FN-06 Tangible Capital Assets. In these policies, withdrawn materials may be discarded or sold on authority of the Library CEO.
   2. Surplus Goods

* Where the CEO or designate determines that any goods should be declared surplus due to being obsolete, worn out or not longer being useful for the Library or any of the branch locations, a list of such goods shall be created for inventory and tracking purposes.
* The CEO or designate shall be responsible for the handling of the surplus of all library materials and shall determine the appropriate method of conveyance to best meet the Library’s needs.
* 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:
  + Trade-in as part of the procurement of other similar goods being acquired by the Library
  + Donating to another community organization or neighbouring library
  + Selling the goods for a nominal fee
  + Public auction or
  + Classifying as waste and recycling, dismantling, destroying and/or disposing.

Appendix A:

Leeds and the Thousand Islands Public Library

Procurement Policy: Spending Authority

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| Type of procurement | Authority |
| Credit card purchases | The CEO can purchase items up to $2,000 on the corporate credit card.  Combined purchases over $200 must have CEO approval before orders are placed when using the corporate credit card |
| Single source | The CEO approves purchase of everyday items up to the value of $2,000 before purchase is placed. |
| Request for quotation | Goods and services between $2,000 and $20,000 request two (2) written quotes, and between $20,000 and $50,000 require three (3) written quotes.  The CEO approves contracts up to $20,000. Contracts over $20,000 are awarded based on recommendation to the Library Board. |
| Request for proposal | RFPs are formal invitations to suppliers to identify specific services, equipment or products which would meet the requirements of the Library.  The Library requirements will be outlined in a general performance specification document.  All proposals will be evaluated against clearly stated criteria and specifications.  The selection will not be made solely on the basis of the lowest dollar value that meets the requirement of the proposal.  The CEO approves contracts up to $20,000. Contracts over $20,000 are awarded based on recommendation to the Library Board. |

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| History | | | |
| Approval Date: | June 17, 2023 | Approved by: | B. Lolley |
| Amendment Date: |  | Approved by: |  |
| Amendment Date: |  | Approved by: |  |
| Amendment Date: |  | Approved by: |  |