

<b>SUNBEAM CENTRE ADMINISTRATIVE MANUAL</b>	<b>NUMBER: AD-fi-001</b>
<b>ISSUED BY: Executive Director</b>	<b>ISSUE DATE: July 13, 2018</b>
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<b>PURCHASING</b>	

Sunbeam Centre shall conduct purchasing (procurement) activities according to law in Ontario as defined under the Broader Public Sector (BPS) Accountability Act. It will implement and enforce policies and procedures sufficient to ensure that purchasing/procurement is executed following specific parameters; in a fair, objective, equitable, economical manner; all of which conform to Ontario Management Board Directives.

To ensure ethical, professional and accountable procurement, Sunbeam Centre shall also conduct its procurement within the Ontario BPS Supply Chain Code of Ethics, which are posted on the organizations website.

**Mandatory Requirements as outlined in the BPS Procurement Directive:**

**Sunbeam Financial Policies and Procedures (specified below or elsewhere) shall:**

1. Confirm that a competitive process is used for all procurement of goods valued under \$100,000 to achieve optimum value for money when it makes sense from a financial and time perspective to do so.
2. Ensure that Budgeting, Requisitioning, Commitment, Receipt and Payment practices are segregated, that is, lie with different departments or different individuals;
3. Establish an authorization schedule specifying who can seek and approve procurement of goods and services, for what departments/programs, and at what dollar thresholds.
4. Confirm that an open competitive procurement process (at least 3 suppliers invited to quote) is used to procure items and contracted services of any value and goods or services valued over \$100,000, except that in special circumstances a non competitive process may be used, if approved by the Executive Director;
5. Use a Request for Information (RFI)/Request for Expression of Interest (RFEI)/Request for Supplier Qualification (RFSQ) to gather information about a required/potential future supplier for work valued above \$100,000. The process used is to follow the mandatory requirements set out in the Broader Public Sector Procurement Directive 7.2.3 to 7.2.20 and 7.2.22 to 7.2.25.  
[https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/Attachments/BPSProcDir-eng/\\$FILE/BPSProcDir-eng.html#sec7-2](https://www.doingbusiness.mgs.gov.on.ca/mbs/psb/psb.nsf/Attachments/BPSProcDir-eng/$FILE/BPSProcDir-eng.html#sec7-2) ;
6. Designate a ‘team’ to review, evaluate and select the supplier/bid may, in its simplest form be the ‘team’ of the relevant Department/Program Manager and Executive Director.
7. Ensure that if a written ‘contract’ to procure goods or services is required, that such contract is prepared; It shall include: the scope of work (which matches the ‘description of work’ used to secure a quote); the terms of payment; instructions for altering the work; commencement and termination dates. The Director/Manager/Supervisor securing the contract shall be responsible for effectively managing the contract, ensuring proper records are kept confidential/retained for 7 years, and for resolving any disputes. In most cases of simple procurement with a value less than \$10,000, a Financial Request Form serves as a written contract.

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<b>PURCHASING Cont'd</b>	

**Conflict of Interest:**

All purchasing should encourage optimal competition among a reasonable number of interested or prospective suppliers and shall be free of any conflict of interest.

Where an actual or potential conflict of interest exists, an employee or consultant shall report the situation in writing to the Executive Director.

The Executive Director will determine whether a conflict of interest situation exists and the course of action required to resolve same.

Board Policy delineates a Director’s conflict of interest solution.

**Professional Services:**

Sunbeam Centre is required to maintain appropriate banking agreements, legal advice, employee benefits broker and insurance coverage to adequately protect the human, information, physical and financial resources of the organization.

At least every five (5) years, the Executive Director, Director of HR & Admin and Manager, Financial Services will review the performance of the current banking arrangements, legal counsel, insurance broker and insurance carrier to determine if the needs of the organization are being met.

If continuation of any of the professional services is not recommended, a request for proposal will be developed and released for the corresponding services.