

<b>Sunbeam Community &amp; Developmental Services</b>	
Manual: Administration Manual	Number: AD-fi-001
Issued by: Chief Executive Officer Category: Finance	Recent Review Date: May 8, 2023 Date First Issued: February 18, 1991 Last Publication Date: May 8, 2023 Pages: 1 of 3
Policy Name: Purchasing	

**GUIDANCE**

Sunbeam will implement and enforce policies and procedures that ensure purchasing and procurement are done:

- following specific parameters,
- in a fair, objective, equitable, economical manner, and
- conforming to Ontario Management Board Directives.

**SCOPE**

This policy applies to Sunbeam Community & Developmental Services (Sunbeam).

**DEFINITIONS**

Conflict of Interest: an actual or perceived dissonance between an employee, volunteer or Board member’s personal or business interests and his or her responsibility as an employee, volunteer or Board member. A conflict of interest occurs when a Sunbeam employee, volunteer or Board member:

- promotes, attempts to promote, or appears to promote a private, personal or business interest on behalf of himself/herself, another company or entity,
- personally derives advantage or benefit (financial or otherwise) from a decision that the individual may directly/indirectly influence, or from disclosure or use of organizational information,
- has competing professional or personal interests that conflict with the mission, values and goals of Sunbeam Community and Developmental Services.

**POLICY:**

Sunbeam conducts purchasing (procurement) activities according to law in Ontario as defined under the Broader Public Sector (BPS) Accountability Act.

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

In order to meet the mandatory requirements outlined in the BPS Procurement Directive, Sunbeam’s financial policies and procedures 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.

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2. Ensure that budgeting, requisitioning, commitment, receipt and payment practices are segregated by assigning these areas to 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 with 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 noncompetitive process may be used, if approved by the Chief Executive Officer (CEO).
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 will 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.
6. Designate a 'team' to review, evaluate, and select the supplier/bid. This team in its simplest form may be the team of the relevant department/program manager and CEO.
7. Ensure that if a written contract to procure goods or services is required, that a contract is prepared. The contract will:
  - the scope of work (that matches the 'description of work' used to secure a quote)
  - the terms of payment
  - instructions for altering the work
  - start and termination dates.

The director/manager/supervisor securing the contract is responsible for effectively managing the contract, ensuring proper records are confidential and 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.

### **Conflict of Interest**

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

Where an actual or potential conflict of interest exists, an employee or consultant must report the situation in writing to the CEO.

The CEO will determine whether a conflict of interest situation exists and the course of action required to resolve it.

Board Policy delineates a director's conflict of interest solution.

### **Professional Services:**

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Sunbeam is required to maintain appropriate banking agreements, legal advice, an 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 CEO, Chief Administration Officer and the 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.

Ref: [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)

## **MCCSS POLICY REQUIREMENT**