



List of Changes

- Bulk or co-operative buying
- Vendor of Record (VOR) purchases
- Accessibility Requirements
- Trade Agreements
- Advertising
- Increased Approval Limits
- Buying Used
- Sole/Single Purchases
- Drinking Water Quality Standard Management (DWQMS)
- Environmentally Sound Acquisitions



Draft Procurement Policy

Procedure	Draft Policy	Process Required
Petty Cash	Up to \$100	<ul style="list-style-type: none">• Department Representative
Direct Purchase	\$101 - \$2,500	<ul style="list-style-type: none">• Two informal quotes in writing where possible
Informal Quotation	\$2,501 - \$10,000	<ul style="list-style-type: none">• Three written quotes• No formal advertising or receipt of sealed bids
Request for Quotation	\$10,001 - \$30,000	<ul style="list-style-type: none">• Three written quotations• All suppliers receive same written information• Requires sealed bids and specified bid closing time
Request for Tender	Greater than \$30,001	<ul style="list-style-type: none">• Written information prescribed in tender• Requires sealed bids and specified bid closing time
Request for Proposal	Greater than \$30,001	<ul style="list-style-type: none">• Written information provided – specifications and general conditions• Requires sealed bids and specified bid closing time• RFP may be issued by invitation



APPENDIX D to Procurement Policy

Purchasing Method	Value	Purchasing Authority	Dept. Head Approval	Treasurer Approval	CAO Approval	Council	Document Execution
Petty Cash	Up to \$100	Department Representative	No	No	No	No	N/A
Direct Purchase	\$101 to \$2,500	Department Representative	Yes	No	No	No	Dept Head
Informal Quotation	\$2,501 – \$10,000	Department Representative	Yes	Yes	No	No	Dept Head and CAO, or Reeve and Clerk where applicable
Request for Quotation	\$10,001 - \$30,000	Department Head	Yes	Yes	Yes	No	Dept Head and CAO, or Reeve and Clerk where applicable
Request for Proposal	>\$30,001	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Reeve and Clerk where applicable
Request for Tender	>\$30,001	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Reeve and Clerk where applicable
Single Source & Sole Source Purchases	>\$2,500	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Reeve and Clerk where applicable
Negotiation	>\$10,000	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Reeve and Clerk where applicable
Special Circumstances	>\$10,000 - \$50,000	Department Head	Yes	Yes	Yes	No	CAO
Special Circumstances	>\$50,000	CAO	Yes	Yes	Yes	Yes	CAO