

## Administrative Procedure 515 – Appendix A

### Procurement Methodology and Competition Matrix

|                    | Dollar Threshold <sup>(1)</sup> | Procurement Methodology                                                                                                           | Competition Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Goods and Services | \$0 - \$9,999                   | P-Card, Purchase Order (PO) or Direct Invoice                                                                                     | No written quote is required but the purchaser must ensure competitive pricing.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                    | \$10,000 to \$19,999            | Purchase Order (PO), Direct Invoice or Documented Contract (specifying terms and conditions)                                      | Written quotes/proposals are required from a minimum of <b>three (3)</b> qualified vendors, where possible and practicable.<br><br>Where there is a preferred vendor, preference is to be given to that vendor. Preferred vendors do not require a quote.                                                                                                                                                                                                                                                                           |
|                    | \$20,000 - \$74,999             | Purchase Order (PO), or Documented Contract (specifying terms and conditions)                                                     | Written quotes/proposals are required from a minimum of <b>three (3)</b> qualified vendors, where possible and practicable.<br><br>Where there is a preferred vendor, preference is to be given to that vendor. Preferred vendors do not require a quote.<br><br>If sole source required, Sole Source Justification and Approval Form must be completed.<br><br>Competitive bid (RFQ/RFP) may be issued to the marketplace at the discretion of the purchaser. Option for sourcing to be advertised on APC or by 'invitation' only. |
|                    | Over \$75,000                   | Documented Contract (specifying terms and conditions)<br><br>A PO can be issued against the contract to facilitate cost tracking. | Open competitive procurement (RFQ/RFP) must be issued through APC by the Associate Superintendent – Business & Finance or designate.<br><br>If sole source required, Sole Source Justification and Approval Form must be completed.                                                                                                                                                                                                                                                                                                 |

|                       |                      |                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Construction Services | \$0 - \$9,999        | P-Card, Purchase Order (PO) or Direct Invoice                                                                                     | No written quote is required but the purchaser must ensure competitive pricing.                                                                                                                                                                                                                                                                                                                                                                      |
|                       | \$10,000 - \$19,999  | Purchase Order (PO), Direct Invoice, or Documented Contract (specifying terms and conditions)                                     | Requires two or more telephone or email solicitations or other relevant pricing confirmation from potential supplies, where possible and practical.<br><br>Where there is a preferred vendor, preference is to be given to that vendor. Preferred vendors do not require a quote.                                                                                                                                                                    |
|                       | \$20,000 - \$74,999  | Purchase Order (PO), or Documented Contract (specifying terms and conditions)                                                     | Written quotes/proposals are required from a minimum of <b>three (3)</b> qualified vendors, where possible and practicable.<br><br>Where there is a preferred vendor, preference is to be given to that vendor. Preferred vendors do not require a quote.<br><br>If sole source required, Sole Source Justification and Approval Form must be completed.                                                                                             |
|                       | \$75,000 - \$199,999 | Documented Contract (specifying terms and conditions)<br><br>A PO can be issued against the contract to facilitate cost tracking. | One of these two options at the discretion of the Director of Facilities or designate:<br>- Minimum of three quotes from qualified vendors. Preference is to preferred vendors.<br>- Competitive bid (Request for Proposal or Request for Tender) issued to a minimum of three vendors. The RFP/RFT may be advertised on APC or by 'invitation' only.<br><br>If sole source required, Sole Source Justification and Approval Form must be completed. |
|                       | Over \$200,000       | Documented Contract (specifying terms and conditions)<br><br>A PO can be issued against the contract to facilitate cost tracking. | Open competitive procurement (RFQ/RFP and/or Invitation to Tender) must be issued through APC.                                                                                                                                                                                                                                                                                                                                                       |

(1) The total value is calculated based on the value of the purchase (over the term of the contract – excluding extensions) after taxes and freight and valued in Canadian dollars.