

QUICK GUIDE TO PURCHASING CATEGORIES AND CONTRACTOR REQUIREMENTS

** Staff to determine if a cooperative agreement is available by checking Blanket Orders on the purchasing site prior to making a purchase. **

Purchasing Mechanism	Dollar Value of Purchase (Including all applicable taxes)	Advertising Requirement	Requirements for Submissions of Bids	Reporting Requirement & Authority to Award	Contract Requirements
Small Order Purchase	Under \$5,000	Not Applicable	Not Applicable	As required by Manager	PO Terms and Conditions and Verification of requirements for WSIB, Insurance and AODA.
Informal Quotation	\$5,000 – \$50,000	As required by Manager	a) No Informal Quotations to close on Tuesdays. Otherwise, at discretion of responsible Manager (mail, fax or email acceptable) b) Quotation submitted to issuing department/division	Bid Award Summary	PO Terms and Conditions and Verification of requirements for WSIB, Insurance and AODA OR Signed Independent Contractors Agreement.
Tender	\$50,000+	a) Coordinated Ad if \$100,000 or over; or as required by Manager if under \$100,000 b) Norfolk & OPBA websites c) must be advertised for 15 days on websites	a) Sealed bid, closing on Tuesday, before 2:00:00 p.m., local time. b) bid submitted to CSS	a) General Manager b) Bid Award Summary c) Council Report if list of conditions not met d) Council Report if \$250,000+	Signed contract including WSIB, Insurance and AODA requirements.
Request for Proposal	\$25,000+	a) Coordinated Ad if \$100,000 or over; or as required by Manager if under \$100,000 b) Norfolk & OPBA websites c) must be advertised for 15 days on websites	a) Sealed bid, closing on Tuesday, before 2:00:00 p.m., local time. b) bid submitted to CSS	a) General Manager b) Bid Award Summary c) Council Report if list of conditions not met d) Council Report if \$250,000+	Signed contract including WSIB, Insurance and AODA requirements.

- OPBA = Ontario Public Buyers Association
- Advertising in Local Paper to be done through Corporate Support Services Coordinated Ad by contacting advertising@norfolkcounty.ca
- Authority to Award must be in compliance with Section 3.2.2, Policy CRS-02, as follows
 - i) It is the lowest Tender meeting specifications, or Proposal meeting the Price per Point methodology, and
 - ii) Scope of the project has not changed from what was approved by Council, and
 - iii) Amount of the Bid, plus all related costs, is within the approved budget allocations.
- Reporting Requirement – as per Sections 3.2.2 and 25, Policy CRS-02
- Corporate Support Services will review all Bid Requests that exceed or may exceed the \$50,000 (RFP's \$25,000) threshold, prior to issuance.
- Every attempt must be made to obtain a minimum of 3 quotes for all purchase methods except for Small Order Purchases

Last updated
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