



## **AURORA PUBLIC LIBRARY BOARD PROCUREMENT POLICY**

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### **AUTHORIZATION**

Overall financial authority for the Library rests with the Library Board, with expenditure requirements being established through the annual operating and capital budgets. The Chief Executive Officer, or designate, acting as the Treasurer of the Library Board, has the authority to commit and expend funds, in accordance with the approved budget and the provisions outlined in this policy statement.

### **GENERAL REQUIREMENTS**

Annual expenditures are authorized by the Library Board through the annual budget process. Pending final approval of draft or proposed budgetary estimates by the Board, the CEO is authorized to spend up to 50% of the previous year's approved Operating Budget.

### **REQUIREMENTS for GOODS AND/OR SERVICES**

#### *Up to \$10,000:*

Goods or services up to and including \$10,000 will be acquired using competitive pricing whenever possible and practical.

#### *\$10,000 to \$25,000*

Three quotations will be obtained, using requests for proposal (RFP) or quotation (RFQ) whenever practical; or direct negotiation with a single source or sole source bidder.

#### *\$25,000 to 75,000:*

Formal invitational bids (RFQ) or requests for proposal (RFP) will be called.

#### *\$75,000 and over:*

Formal invitational bids (RFQ) or requests for proposal (RFP) will be called. The Chief Executive Officer will prepare a report for consideration and approval by the Library Board. In the event that a public tender is required, the Town of Aurora procedures for tendering will be followed.

The above noted procurement scenarios may have circumstances which obviate the need for competitive pricing or quotes, such as items which must be compatible with existing equipment, items which are available only from a sole source, and proprietary service contracts.

### Procurement of Collection Materials

The principles of the Policy are respected in this process. However, procurement of library collections is a continual and complex process, requiring use of highly specialized vendors, of which there are few. Review of this particular procurement process will occur as part of ongoing financial management, which continually strives to achieve cost efficient and service effective practices, as well as to minimize risk.

### **REQUIREMENTS for PROFESSIONAL SERVICES**

Professional services related to administrative functions, such as auditors, insurance, and legal review, generally are acquired most effectively through shared use of the Town of Aurora's source for the given service. Expenditures for such services are approved in the annual budget and may not require separate procurement consideration.

The Chief Executive Officer may engage the services of other professionals and consultants for specific projects, if the total cost of such services is approved in the annual budget and does not exceed \$25,000. Three quotations will be obtained, using requests for proposal (RFP) or quotation (RFQ) whenever practical. The Chief Executive Officer will prepare a report for consideration and approval by the Library Board.

There are circumstances which obviate the need for competitive pricing or quotes, such as previous history with the organization, enabling an efficient and cost saving approach.

### **STANDARDIZATION**

Wherever possible, the procurement of goods and services will be standardized to allow for:

- Reduced number of goods and services required
- Increased volume on common items or services
- Maximizing volume buying opportunities
- Providing economies of scale
- Reduced handling, training and storage costs
- Minimizing maintenance costs
- Co-operative purchasing activities
- Competitive bid results
- Reduced overall cost

### **REVIEW**

This policy statement shall be reviewed for effectiveness, at least once in each term of the Library Board, and more frequently if required.

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