



## **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 serves as the Treasurer of the Library Board and has the authority to commit and expend funds in accordance with the approved budget and the provisions outlined in this policy statement. In the absence of the Chief Executive Officer, the responsibilities of the Treasurer may be delegated.

### **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.

All procurements are subject to the Library's approval limits: the Chief Executive Officer may approve purchases up to \$25,000 within budget; purchases exceeding \$25,000 require Library Board approval.

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

Formal invitational bids (RFQ) or requests for proposal (RFP) will be called. The formal invitational process requires at least three written bids or proposals.

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

An open public tender or public request for proposal (RFP) process will be used. The Chief Executive Officer will prepare a report for consideration and approval by the

Library Board. In all cases where a public tender is required, the Town of Aurora's purchasing and tendering procedures will be followed.

### Sole Source

The above procurement scenarios may have circumstances that obviate the need for competitive pricing or quotations, such as items required for compatibility with existing equipment, items available only from a sole source, or proprietary service contracts. When competitive quotations are not obtained, the reason for single or sole-source procurement must be documented and retained on file. Sole or single-source procurements exceeding \$25,000 shall be reported to the Library Board for information.

### 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.

Where other professional or consulting services are required (for example, human resources, IT, architectural, or project-based consulting), and the total cost does not exceed \$25,000 and is within the approved budget, the Chief Executive Officer may engage such services. Three quotations will be obtained, using requests for proposal (RFP) or quotation (RFQ) whenever practical.

Professional or consulting engagements exceeding \$25,000 require Library Board approval. In each case, the Chief Executive Officer will prepare a report for the Board's consideration.

There may be circumstances which obviate the need for competitive pricing or quotations, such as previous history with the organization that enables an efficient and cost-effective approach.

## **STANDARDIZATION**

The Library will seek opportunities to standardize goods and services to achieve efficiencies in purchasing, training, maintenance, and supply chain management. Standardization initiatives will support cooperative purchasing with the Town of Aurora or other libraries where practical.

**ACCESSIBILITY, FAIRNESS, AND ETHICS**

All procurement activities shall comply with the Accessibility for Ontarians with Disabilities Act (AODA), the Ontario Human Rights Code, and other applicable legislation.

Employees, officers, and Board members involved in the procurement process must declare any actual or perceived conflict of interest and recuse themselves from related decision-making.

**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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