



Section of Policy Manual: Governance	Policy No. : GOV-19
Subject: Procurement of Goods and Services	Policy Approval Date: October 14, 2021
Year of next review: 2025	Last Review/Revision Date: New Policy

The Gravenhurst Public Library Board recognizes the procurement of goods and services must be undertaken in a way that complies with all applicable legislative requirements and provides the best value for the Library while balancing quality, cost, and effective and efficient processes.

### **Section 1: Scope**

This policy covers the procurement of goods and services by the Gravenhurst Public Library Board, the CEO/Chief Librarian and all employees of the Gravenhurst Public Library on behalf of the Library including, but not limited to, the following:

- a. Goods – collections, collections processing supplies, computer hardware and software, furniture and equipment, office and programming supplies, construction and building materials.
- b. Professional Services – financial, strategic planning, information technology, human resource management, communications.
- c. Facility Services – in conjunction with the Town of Gravenhurst.

### **Section 2: Definitions**

“Best value” means the balance of quality, delivery precision and cost using a predetermined evaluation (i.e. RFP).

“Bid” means an offer or submission received from a vendor in response to a request.

“Contract” means a binding agreement between at least two parties. In some cases, a “purchase order” is the contract.

“Supplier” means an individual or organization that provides goods or services to the Library such as a contractor, service organization, vendor or consultant.



### **Section 3: Assumptions and Guiding Principles**

The Gravenhurst Public Library will be led by these guiding principles:

- a. GPL will endeavour to procure goods and services from responsible suppliers who follow ethical standards.
- a. GPL will endeavour to procure goods and services while respecting the preservation of the natural environment and, where feasible, encourage suppliers to supply “green” products.
- b. Purchases will be made in compliance with all relevant statutes and regulations including, but not limited to, the *Municipal Act*, *Accessibility for Ontarians with Disabilities Act (AODA)*, and the *Public Libraries Act*.
- c. Procurement decisions will be made using an open, accountable, fair yet efficient process including creating a standard approach for conducting the process; communicating with bidders throughout the process; evaluating submissions; awarding the contract; and maintaining records of the procurement process.

### **Section 4: Accountability**

Through the Board approved operating budget, the Gravenhurst Public Library Board authorizes the CEO/Chief Librarian to act for the Gravenhurst Public Library in the procurement of goods and services.

- a. The CEO/Chief Librarian is authorized to proceed with formal agreements and contracts on behalf of the Gravenhurst Public Library Board.
- b. The CEO/Chief Librarian is authorized to delegate authority for procurement, depending on the scope and value of a purchase or contract (see Appendix A).
- c. The authority to proceed with procurement is subject to the availability of sufficient funds within the approved Gravenhurst Public Library budget.
- d. If a project exceeds, or is anticipated to exceed, the approved contingency threshold, then the GPL Board must be notified in order to give consideration to the approval of additional funds.

The GPL Board gives authority to the CEO/Chief Librarian to establish procurement procedures required to enact the policy, for example, sourcing levels, approvals etc.



## **Section 5: Conflict of interest**

A member of the Gravenhurst Public Library Board or an employee of the Gravenhurst Public Library must declare pecuniary interest in any proposal, contract, tender, or quotation for the supply of goods and services to the Gravenhurst Public Library, should they have direct or indirect interest in said work or project.

## **Section 6: Exclusions**

This procurement policy includes the purchase of goods and services for the Library except for the following:

- a. Utilities such as water, hydro
- b. Training and education such as conferences, registration, courses, and workshops
- c. Refundable employee expenses such as travel, mileage, accommodation
- d. General expenses such as licenses, postage
- e. Petty cash items less than \$25

Please note b, c, d, and e are included in the Board approved operating budget.

## **Related Documents**

***Municipal Act, 2001 - Section 270(2), effective from January 1, 2005***

***Accessibility for Ontarians with Disabilities Act, 2005 (AODA)***

***Public Libraries Act***

***Appendix A - Procurement Policy: Spending Authority***

***Appendix B - Request for Proposal template***